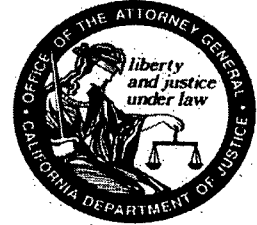


CT0196471

Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470  
Telephone: (916) 445-2021

WEBSITE ADDRESS:  
<http://ag.ca.gov/charities/>

**INITIAL  
REGISTRATION FORM  
STATE OF CALIFORNIA  
OFFICE OF THE ATTORNEY GENERAL  
REGISTRY OF CHARITABLE TRUSTS**  
(Government Code Sections 12580-12599.7)



**NOTE: A \$25.00 REGISTRATION FEE MUST ACCOMPANY THIS REGISTRATION FORM. MAKE CHECK PAYABLE TO DEPARTMENT OF JUSTICE.**

Pursuant to Section 12585, registration is required of every trustee subject to the Supervision of Trustees and Fundraisers for Charitable Purposes Act within thirty days after receipt of assets (cash or other forms of property) for the charitable purposes for which organized.

Every charitable (public benefit) corporation, association and trustee holding assets for charitable purposes or doing business in the State of California must register with the Attorney General, except those exempted by California Government Code section 12583. Corporations that are organized primarily as a hospital, a school, or a religious organization are exempted by Section 12583.

Name of Organization: Asian Pacific Institute on Gender-Based Violence

The name of the organization should be the legal name as stated in the organization's organizing instrument (i.e., articles of incorporation, articles of association, or trust instrument).

Official Mailing Address for Organization:

Address: 450 Sutter Street, Suite 600

City: San Francisco

State: California

ZIP Code: 94108

Organization's telephone number: (415) 568-3315

Organization's e-mail address: info@apiidv.org

Organization's fax number: (415) 954-9999

Organization's website: http://www.apiidv.org/

All organizations must apply for a Federal Employer Identification Number from the Internal Revenue Service, including organizations that have a group exemption or file group returns.

Federal Employer Identification Number (FEIN):  
46-2288278

Group Exemption FEIN (if applicable):  
\_\_\_\_\_

All California corporations and foreign corporations that have qualified to do business in California will have a corporate number. Unincorporated organizations are assigned an organization number by the Franchise Tax Board upon application for California tax exemption.

Corporate or Organization Number: C3541009

**RECEIVED**  
Attorney General's Office

JUN 07 2013

Registry of  
Charitable Trusts

CT-1 REGISTRATION FORM (6/2007)

# 293789

<b>Names and addresses of ALL trustees or directors and officers (attach a list if necessary):</b>		
Name Deborah Lee		Position Chair of the Board, Director
Address 450 Sutter Street, Suite 600		
City San Francisco	State California	ZIP Code 94108
Name Annika M. Gifford Brothers		Position Secretary, Director
Address 450 Sutter Street, Suite 600		
City San Francisco	State California	ZIP Code 94108
Name Bo Thao-Urabe		Position Treasurer, Director
Address 450 Sutter Street, Suite 600		
City San Francisco	State California	ZIP Code 94108
Name Firoza Chic Dabby-Chinoy		Position Executive Director
Address 450 Sutter Street, Suite 600		
City San Francisco	State California	ZIP Code 94108
Name Beckie Masaki		Position Associate Director
Address 450 Sutter Street, Suite 600		
City San Francisco	State California	ZIP Code 94108
<p>Describe the primary activity of the organization. (A copy of the material submitted with the application for federal or state tax exemption will normally provide this information.) If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property, and other assets held or expected to be held in California. Indicate whether you are monitored in your home state, and if so, by whom. Attach additional sheets if necessary.</p> <p>The organization is committed to enhancing culturally relevant intervention and prevention services that address critical issues, like lifetime exposure to violence; and is designed to support service and systems innovations for vulnerable populations within Asian and Pacific Islander communities.</p> <p>See attached IRS Form 1023 for details.</p>		
<p>The organization will be required to file financial reports annually. All organizations must file the Annual Registration/Renewal Fee Report (RRF-1) within four months and fifteen days after the end of the organization's accounting period. Organizations with \$25,000 or more in either gross receipts or total assets are also required to file either the IRS Form 990, 990-EZ, or 990-PF. Forms can be found on the Charitable Trusts' website at <a href="http://ag.ca.gov/charities/">http://ag.ca.gov/charities/</a>.</p>		
<p>If assets (funds, property, etc.) have been received, enter the date first received:</p> <p>Date assets first received: <u>N/A</u></p>		<p>Registration with the Attorney General is required within <u>thirty</u> days of receipt of assets.</p>
<p>What annual accounting period has the organization adopted?</p> <p><input checked="" type="checkbox"/> Fiscal Year Ending <u>September 30</u> <input type="checkbox"/> Calendar Year</p>		

Attach your founding documents as follows: Articles of Incorporation and Bylaws

- A) **Corporations** - Furnish a copy of the articles of incorporation and all amendments and current bylaws. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California.
- B) **Associations** - Furnish a copy of the instrument creating the organization (bylaws, constitution, and/or articles of association).
- C) **Trusts** - Furnish a copy of the trust instrument or will and decree of final distribution.
- D) **Trustees for charitable purposes** - Furnish a statement describing your operations and charitable purpose.

Has the organization applied for or been granted IRS tax exempt status Yes ☒ No ☐

Date of application for Federal tax exemption: May 2013

Date of exemption letter: \_\_\_\_\_ Exempt under Internal Revenue Code section 501(c) \_\_\_\_\_

If known, are contributions to the organization tax deductible? Yes ☐ No ☐

Attach a copy of the Application for Recognition of Exemption (IRS Form 1023) and the determination letter issued by the IRS.

Does your organization contract with or otherwise engage the services of any commercial fundraiser for charitable purposes, fundraising counsel, or commercial coventurer? If yes, provide the name(s), address(es), and telephone number(s) of the provider(s):

Commercial Fundraiser ☐ Fundraising Counsel ☐ Commercial Coventurer ☐

Name

Address

City State ZIP Code

Telephone Number

Commercial Fundraiser ☐ Fundraising Counsel ☐ Commercial Coventurer ☐

Name

Address

City State ZIP Code

Telephone Number

Commercial Fundraiser ☐ Fundraising Counsel ☐ Commercial Coventurer ☐

Name

Address

City State ZIP Code

Telephone Number

I declare under penalty of perjury that I have examined this registration form, including accompanying documents, and to the best of my knowledge and belief, the form and each document are true, correct, and complete.

Signature  Title Executive Director Date 5.31.2013

If additional information is required, please refer to the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Government Code sections 12580-12599.7), the Administrative Rules and Regulations pursuant to the Act (California Code of Regulations, Title 11, Sections 300-312.1).

If you have questions regarding registration, or need assistance, information is available on our website at <http://ag.ca.gov/charities/> or you can reach us by telephone at (916) 445-2021 or fax at (916) 444-3651.

3541009

FILED  
Secretary of State  
State of California  
MAR 04 2013  
JANNM  
icc

ARTICLES OF INCORPORATION  
OF  
ASIAN PACIFIC INSTITUTE ON GENDER-BASED VIOLENCE

ARTICLE I.  
NAME

The name of this corporation is: Asian Pacific Institute on Gender-Based Violence.

ARTICLE II.  
PURPOSES

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purposes of this corporation are exclusively charitable, scientific and educational within the meaning of such terms under Section 501(c)(3) of the Internal Revenue Code of 1986.

ARTICLE III.  
POWERS

This corporation shall have all the powers of a natural person, subject only to any limitations imposed by these articles of incorporation, the bylaws of this corporation and applicable law. Notwithstanding the preceding statement of powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

ARTICLE IV.  
RESTRICTIONS

A. This corporation is organized and operated exclusively for charitable, scientific and educational purposes within the meaning of such terms under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law). Notwithstanding any other provision of these articles of incorporation, this corporation shall not carry on any activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law) or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law).

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and this corporation shall not, directly or indirectly, participate or intervene in any political campaign (including the publication or distribution of statements) on behalf of, or in opposition to, any candidate for public office.



**ARTICLE V.  
DEDICATION**

The property of this corporation is irrevocably dedicated to charitable, scientific and educational purposes meeting the requirements of Revenue and Taxation Code Section 214, and no part of the net earnings or assets of this corporation shall ever inure to the benefit of any director, officer or member of this corporation or to the benefit of any private individual whatsoever (except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes). Upon the dissolution or winding up of this corporation, after paying or adequately providing for the debts, obligations and liabilities thereof, the remaining assets shall be distributed, for use in furtherance of the purposes of this corporation as set forth in these articles of incorporation, to one or more nonprofit funds, foundations or corporations, that are then in existence, which are organized and operated exclusively for charitable and educational purposes meeting the requirements of Revenue and Taxation Code Section 214, and which are exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law).

**ARTICLE VI.  
INITIAL AGENT FOR SERVICE OF PROCESS**

The name and address in the State of California of this corporation's initial agent for service of process is:

Firoza Chic Dabby-Chinoy  
450 Sutter Street, Suite 600  
San Francisco, California 94108

**ARTICLE VII.  
CORPORATE ADDRESSES**

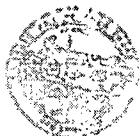
The initial street and mailing address of this corporation is: 450 Sutter Street, Suite 600, San Francisco, California 94108.

Dated: March 4, 2013.



Gene Takagi, Incorporator

RECEIVED  
MAR 11 2013  
CLERK OF SUPERIOR COURT  
SAN FRANCISCO



013 2 3 2013

0160



I hereby certify that the foregoing  
transcript of 6 page(s)  
is a full, true and correct copy of the  
original record in the custody of the  
California Secretary of State's office.

MAR 05 2013

Date: \_\_\_\_\_

*Debra Bowen*

DEBRA BOWEN, Secretary of State

**BYLAWS**  
**OF**  
**ASIAN PACIFIC INSTITUTE ON GENDER-BASED VIOLENCE,**  
  
a California Nonprofit Public Benefit Corporation

**ARTICLE I**

**OFFICES**

Section 1.1 Principal Office. This corporation's principal office shall be fixed and located at 450 Sutter Street, Suite 600, San Francisco, California 94108. The board of directors of this corporation (the "Board") may change the location of the principal office. Any such change of location shall be noted by the Secretary on these Bylaws opposite this Section or recorded in an amendment to this Section.

Section 1.2 Other Offices. The Board may establish branch or subordinate offices any place or places where this corporation is qualified to conduct its activities.

**ARTICLE II**

**PURPOSES**

Section 2.1 Purposes. The purposes of this corporation are charitable and charitable, scientific and educational, each within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 and Section 23701d of the California Revenue and Taxation Code. In the context of these general purposes, the corporation's principal purposes shall be to create and operate a national resource center working to end gender-based violence in Asian, Pacific Islander and other communities. The corporation engages in activities that include technical assistance, training, community engagement, research and policy advocacy.

**ARTICLE III**

**MEMBERSHIP**

Section 3.1 No Voting Members. This corporation shall have no "members" within the meaning of Section 5056 of the California Nonprofit Corporation Law. Any action for which there is no specific provision in the California

Nonprofit Public Benefit Corporation Law applicable to a corporation which has no members and which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights that would otherwise vest in the members shall vest in the directors.

Section 3.2 Nonvoting "Members". The Board may, in its discretion, admit individuals to one or more classes of nonvoting members and refer to such individuals as "members" even though they are not members within the meaning of Section 5056 of the California Nonprofit Corporation Law. Such class or classes of nonvoting members shall have such rights and obligations as the Board finds appropriate.

## **ARTICLE IV**

### **DIRECTORS**

Section 4.1 Powers of Directors. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation (the "Articles") and these Bylaws, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the activities of this corporation to any person or persons, management company, or committees however composed, provided that the activities and affairs of this corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, the Board shall have power to do the following:

(a) Select and remove all officers, agents and employees of this corporation; prescribe powers and duties for them as may not be inconsistent with law, the Articles or these Bylaws; fix their compensation; and require from them security for faithful service.

(b) Conduct, manage and control the affairs and activities of this corporation and make such rules and regulations for these purposes, not inconsistent with law, the Articles or these Bylaws, as the Board deems appropriate.

(c) Borrow money and incur indebtedness on this corporation's behalf, and cause to be executed and delivered for this corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities.

(d) Adopt and use a corporate seal, and alter the form of such seal from time to time as the Board deems appropriate.

Section 4.2 Standard of Care. A director shall perform the duties of a director, including duties as a member of any Board committee, in good faith, in a manner that the director believes to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. In performing the duties of a director, a director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

(a) One or more officers or employees of the corporation whom the director believes to be reliable and competent in the matters presented;

(b) Counsel, independent accountants or other persons as to matters which the director believes to be within that person's professional or expert competence; or

(c) A committee upon which the director does not serve that is composed exclusively of any or any combination of directors and persons described in subsection (a) and (b) of this Section 4.2 as to matters within the committee's designated authority, which committee the director believes to merit confidence, so long as, in any case, the director acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances and without knowledge that would cause that reliance to be unwarranted.

Section 4.3 Number of Directors. The authorized number of directors shall consist of at least three but no more than 15 directors, until changed by amendment to these Bylaws. The exact number of authorized directors shall be fixed, within those limits, by a resolution adopted by the Board.

Section 4.4 Selection and Term of Office. Directors shall be elected at an annual meeting of the Board. Each director shall serve for a term of two years and until a successor director has been elected and qualified unless the director has been removed from office. Directors shall be divided into two groups for purposes of staggering the directors' terms: Directors belonging to Group 1 shall be elected at every annual meeting of the Board occurring on an odd numbered year; and directors belonging to Group 2 shall be elected at every annual meeting of the Board occurring on an even numbered year. Notwithstanding anything herein to the contrary, for purposes of initiating the staggered terms, directors elected by the incorporator shall serve for a term of two or three years. <No director may serve more than three consecutive terms; provided, however, that an unexpired term of less than one-half of a full term shall not count as a term for the purpose of this limitation.

Section 4.5 Restriction on Interested Directors. Not more than 49% of the persons serving on the Board at any one time may be “interested persons.” An interested person is (a) any person being compensated by this corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor or otherwise, excluding any reasonable compensation paid to a director as director; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law of any such person. Any violation of the provisions of this paragraph shall not, however, affect the validity or enforceability of any transaction entered into by this corporation.

Section 4.6 Vacancies.

(a) A vacancy or vacancies in the Board shall be deemed to exist in case of (i) the death, resignation or removal of any director; (ii) the declaration by resolution of the Board of a vacancy in the office of a director who has been declared of unsound mind by a final order of court, or been convicted of a felony, or been found by a final order or judgment of any court to have breached any duty arising under Chapter 2, Article 3 of the California Nonprofit Public Benefit Corporation Law; or (iii) the increase of the authorized number of directors.

(b) Except as provided herein, any director may resign by giving written notice to the Chair of the Board, the Executive Director (if any), or the Secretary. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. If the resignation is effective at a later time, the Board may elect a successor before such time, to take office as of the date when the resignation becomes effective. Except on notice to the California Attorney General, no director may resign if the corporation would be left without a duly elected director or directors.

(c) Any director may be removed without cause by the vote of the majority of the members of the entire Board at a special meeting called for that purpose, provided that notice of that meeting and of the removal questions are given as provided in Section 5.4, or at a regular meeting. Any vacancy caused by the removal of a director shall be filled as provided in Section 4.6(d). Any director who does not attend three successive board meetings will automatically be removed from the Board without board resolution unless (i) the director requests a leave of absence for a limited period of time, and the leave is approved by the directors at a regular or special meeting (if such leave is granted, the number of directors will be reduced by one in determining whether a quorum is or is not present); (ii) the director suffers from an illness, disability, or special circumstance that prevents him or her from attending meetings and the Board by resolution waives the automatic removal procedure

of this subsection. The Board by resolution of the majority of directors must agree before a director who has missed three meetings may be reinstated.

(d) Vacancies in the Board may be filled by approval of the Board or, if the number of directors then in office is less than a quorum, by (i) the unanimous written consent of the directors then in office, (ii) the affirmative vote of a majority of the directors then in office at a duly held meeting, or (iii) a sole remaining director. Each director so selected shall hold office until the expiration of the term of the replaced director and until a successor has been selected and qualified.

(e) No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the director's term of office.

Section 4.7 Rights of Inspection. Each director of this corporation shall have the absolute right at any reasonable time to inspect all books, records and documents of every kind and to inspect the physical properties of this corporation. This right of inspection shall include the right to copy and make extracts. The inspection may be made in person or by the director's agent or attorney.

Section 4.8 Fees and Compensation. Directors may receive such compensation, if any, for their services as directors or officers or members of Board committees, and such reimbursement of expenses, as the Board may establish by resolution to be just and reasonable as to the corporation at the time that the resolution is adopted.

Section 4.9 Approval of Executive Compensation. The Board (or authorized Board committee) shall review and approve the compensation, including benefits, of the Executive Director or chief executive officer and the Treasurer or chief financial officer to assure that it is just and reasonable. This review and approval shall occur upon the hiring of the officer, whenever the officer's term of employment (if any) is renewed or extended, and whenever the officer's compensation is modified (unless the modification extends to substantially all employees).

## **ARTICLE V**

### **MEETINGS OF THE BOARD**

Section 5.1 Place of Meeting. Meetings of the Board shall be held at any place within or outside the State of California that has been designated from time to time by the Board. In the absence of such designation, regular meetings shall be held at the principal office of this corporation.

Section 5.2 Annual Meetings. The Board shall hold an annual meeting for the purpose of organization, election of directors (when required by these Bylaws) and officers, and the transaction of other business. Annual meetings of the Board shall be held on such dates and at such times as may be fixed from time to time by the Board. Notice of an annual meeting shall be given to each director not less than two weeks prior to the meeting in a manner otherwise consistent with notice described in Section 5.4 of these Bylaws. The Executive Director or Co-Executive Directors shall be included as nonvoting guests and participants at annual meetings; provided, however, that the Board shall always retain the authority to enter into closed session without such officer(s).

Section 5.3 Regular Meetings. Regular meetings of the Board may be held on such dates and at such times as may be fixed from time to time by the Board. Notice of a regular meeting shall be given to each director not less than two weeks prior to the meeting in a manner otherwise consistent with notice described in Section 5.4 of these Bylaws. The Executive Director or Co-Executive Directors shall be included as nonvoting guests and participants at regular meetings; provided, however, that the Board shall always retain the authority to enter into closed session without such officer(s).

Section 5.4 Special Meetings.

(a) Special meetings of the Board for any purpose or purposes may be called at any time by the Chair of the Board, the Executive Director (if any), the Secretary, or any two directors. The Executive Director or Co-Executive Directors may be included as nonvoting guests and participants at special meetings; provided, however, that the Board shall always retain the authority to enter into closed session without such officer(s).

(b) Notice of the time and place of special meetings shall be given to each director by (i) personal delivery of written notice; (ii) first-class mail, postage prepaid; (iii) telephone, including a voice messaging system or other system or technology designed to record and communicate messages, either directly to the director or to a person at the director's office who would reasonably be expected to communicate that notice promptly to the director; (iv) facsimile; (v) electronic mail; or (vi) other electronic means. Any such notice shall be addressed or delivered to each director at such director's address as it is shown upon the records of this corporation or as may have been given to this corporation by the director for purposes of notice or, if such address is not shown on such records or is not readily ascertainable, at the place in which the meetings of the directors are regularly held.

(c) Notice of a special meeting sent by first-class mail shall be deposited in the United States mails at least four days before the time set for the



meeting. Notice of a special meeting given personally or by telephone, facsimile, electronic mail or other similar means of communication, shall be delivered, telephoned, or otherwise sent, as appropriate, at least 48 hours before the time set for the meeting.

(d) Notice of a special meeting shall state the time of the meeting and the place, if the place is other than the corporation's principal office. The notice need not specify the purpose of the meeting.

Section 5.5 Quorum. A majority of the number of directors then in office constitutes a quorum of the Board for the transaction of business, except to adjourn as provided in Section 5.10 of these Bylaws. Notwithstanding any provision of these Bylaws to the contrary, a quorum shall not be less than the greater of (a) one-fifth the number of authorized directors, or (b) two. Every action taken or decision made by a majority of the directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directorships, (c) creation of and appointments to committees of the board, and (d) indemnification of directors. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 5.6 Voting. Each director present shall be entitled to one vote on each matter placed before a meeting. At an annual meeting, the directors whose terms are expiring shall, until the end of such meeting at which their successors have been elected, be entitled to vote upon all matters, including the election of their successors.

Section 5.7 Participation in Meetings by Conference Telephone. Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.

Section 5.8 Waiver of Notice. Notice of a meeting need not be given to any director who, either before or after the meeting, signs a waiver of notice or a written consent to holding the meeting or an approval of the minutes of the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such director. All such waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 5.9 Action Without Meeting. Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board shall consent in writing to such action. Such action by written consent shall have the same force and effect as a unanimous vote of the Board and shall be filed with the minutes of the proceedings of the Board. For purposes of this Section 5.9 only, "all members of the Board" shall not include any "interested director" as defined in Section 5233 of the California Nonprofit Public Benefit Corporation Law.

Section 5.10 Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting of the board to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place be fixed at the meeting adjourned, except as provided in the next sentence. If the meeting is adjourned for more than 24 hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the directors who were not present at the time of the adjournment.

## ARTICLE VI

### COMMITTEES

Section 6.1 Board Committees. The Board, by resolution adopted by a majority of the directors then in office, may create one or more committees, each consisting of two or more directors and no one who is not a director, to serve at the pleasure of the Board. Appointments to committees of the Board shall be by majority vote of the directors then in office. The Board may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee shall have all the authority of the Board, to the extent provided in the Board resolution, except with respect to:

- (a) The establishment of the exact number of authorized directors within the range specified in Section 4.3 of these Bylaws;
- (b) The filling of vacancies on the Board or on any committee of the Board;
- (c) The fixing of compensation of the directors for serving on the Board or any committee;
- (d) The amendment of the Articles;
- (e) The amendment or repeal of these Bylaws or the adoption of new or restated Bylaws;

(f) The amendment or repeal of any resolution of the Board that, by its express terms, is not so amendable or repealable;

(g) The creation of other committees of the Board or appointment of members to any committee of the Board;

(h) The expenditure of corporate funds to support a nominee for director after there are more people nominated for director than can be elected;

(i) The approval of any self-dealing transaction, as such transactions are defined in Section 5233(a) of the California Nonprofit Public Benefit Corporation Law, except as provided in Section 5233(d)(3); or

(j) The merger, reorganization, voluntary dissolution, or disposition of substantially all of the assets of this corporation.

The Board shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board or such committee shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of Article V of these Bylaws applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

Section 6.2 Advisory and Other Committees. The Board may from time to time create advisory committees and other committees that are not Board committees (collectively, "Other Committees") as deemed appropriate, consisting of directors or persons who are not directors, but such Other Committees shall not be deemed Board committees and shall not exercise any powers of the Board. Other Committees may be delegated with implementation of certain specified tasks under the direction and control of the Board. Notice of, and procedures for, meetings of Other Committees shall be as prescribed by the chairman of each such committee, and meetings of any Other Committee may be called by the Chair of the Board (if there be such an officer), the Board, the Executive Director, or the chairman of the Other Committee.

## **ARTICLE VII**

### **OFFICERS**

Section 7.1 Officers. The officers of this corporation shall be a Chair of the Board, a Secretary and a Treasurer. This corporation may also have, at the discretion of the Board, an Executive Director and such other officers as may be elected or appointed in accordance with the provisions of Section 7.3 of these Bylaws.

Any number of offices may be held by the same person except that neither the Secretary nor the Treasurer may serve concurrently as either Chair of the Board or Executive Director.

Section 7.2 Election. The officers of this corporation, except the Executive Director and such officers as may be elected or appointed in accordance with the provisions of Section 7.3 or Section 7.5 of these Bylaws, shall be chosen every two years by, and shall serve at the pleasure of, the Board, and shall hold their respective offices until their resignation, removal, or other disqualification from service, or until their respective successors shall be elected.

Section 7.3 Subordinate Officers. The Board may elect, and may empower the Chair of the Board to appoint, such other officers as the business of this corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as provided in these Bylaws or as the Board may from time to time determine. Such subordinate officers may include one or more Assistant Secretaries and Assistant Treasurers.

#### Section 7.4 Removal and Resignation.

(a) Any officer may be removed, either with or without cause, by the Board at any time or, except in the case of an officer chosen by the Board, by any officer upon whom such power of removal may be conferred by the Board.

(b) Any officer may resign at any time by giving written notice to this corporation, but without prejudice to the rights, if any, of this corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein. Unless specified otherwise in the notice, the acceptance of such resignation shall not be necessary to make it effective.

Section 7.5 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled as it occurs in the manner prescribed in these Bylaws for election or appointment to such office; provided, however, that such selection may be made immediately and need not be made on an annual basis.

Section 7.6 Chair of the Board. The Chair of the Board (if there be such an officer) shall, if present, preside at all meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned by the Board. If there is no Executive Director, the Chair of the Board shall also be the chief executive officer and shall have the powers and duties of the Executive Director set forth in these Bylaws.

Section 7.7 Executive Director or Co-Executive Directors. The Executive Director is the general manager and chief executive officer of this corporation and has, subject to the control of the Board, general supervision, direction and control of the business and officers of this corporation. The Executive Director has the general powers and duties of management usually vested in the office of executive director and general manager of a corporation and such other powers and duties as may be prescribed by the Board. In lieu of an Executive Director, the Board may select two Co-Executive Directors who shall share the duties, responsibilities and authority of the Executive Director described above in any manner prescribed by the Board or in a written job description.

Section 7.8 Secretary. The Secretary shall attend all meetings of the Board and shall keep or cause to be kept, at the principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings and actions of the Board and its committees. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was regular or special, and if special, how it was authorized; the notice given; the names of the persons present at Board and committee meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of California the original or a copy of this corporation's Articles and Bylaws, as amended to date. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given. The Secretary shall keep the seal of this corporation, if any, in safe custody and shall also have such other powers and duties as may from time to time be assigned to him or her by the Board, the Chair of the Board or the Executive Director.

Section 7.9 Assistant Secretaries. The Board may appoint one or more Assistant Secretaries. Subject to any limitations imposed by the Board, each Assistant Secretary shall have all the powers and duties of the Secretary in the event of the Secretary's absence or disability, and each shall also have such other powers and duties as may from time to time be assigned to him by the Board, the Chair of the Board, the Executive Director (if any) or the Secretary.

Section 7.10 Treasurer. The Treasurer of this corporation shall keep and maintain, or cause to be kept and maintained, full and accurate accounts of the corporation's properties and transactions. The Treasurer shall send, or cause to be sent, to the directors such financial statements and reports as are required to be sent by law, by these Bylaws, or by the Board. The Treasurer (a) shall deposit, or cause to be deposited, this corporation's funds and other valuables in the name and to the credit of this corporation with such depositories as may be designated by the Board; (b) shall disburse the funds of this corporation as may be ordered by the Board, taking proper vouchers for such disbursements; (c) shall render to the Executive Director (if any), the Chair of the Board, and the Board, whenever requested, an account of all

transactions as Treasurer and of the financial condition of this corporation; and (d) shall have such other powers and perform such other duties as may be prescribed by the Board.

Section 7.11 Assistant Treasurers. The Board may appoint one or more Assistant Treasurers. Subject to any limitations imposed by the Board, each Assistant Treasurer shall have all the powers and duties of the Treasurer in the event of the Treasurer's absence or disability, and shall also have such other powers and duties as may from time to time be assigned to him by the Board, the Chair of the Board, the Executive Director (if any), or the Treasurer.

Section 7.12 Duties May be Delegated. In case of the absence of any officer of this corporation, or for any other reason that the Board may deem sufficient, the Board may delegate, for the time being, all or part of the powers or duties of such officer to any other officer or to any director.

## ARTICLE VIII

### INDEMNIFICATION

Section 8.1 Definitions. For the purposes of this Article VIII, "agent" means any person who is or was a director, officer, employee, or other agent of this corporation, or is or was serving at the request of this corporation as a director, officer, employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation which was a predecessor corporation of this corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative, or investigative; and "expenses" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnification under Sections 8.4 or 8.5(b) of these Bylaws.

Section 8.2 Indemnification in Actions by Third Parties. This corporation shall, to the maximum extent of the law, indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust), by reason of the fact that such person is or was an agent of this corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of this corporation

and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

**Section 8.3 Indemnification in Actions by or in the Right of this Corporation.** This corporation shall, to the maximum extent of the law, indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action by or in the right of this corporation, or brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of this corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of this corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 8.3:

(a) In respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable to this corporation in the performance of such person's duty to this corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

**Section 8.4 Indemnification Against Expenses.** To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Section 8.2 or 8.3 of these Bylaws or in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 8.5 Required Determination. Except as provided in Section 8.4 of these Bylaws, any indemnification under this Article VIII shall be made by this corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 8.2 or 8.3 of these Bylaws by:

(a) A majority vote of a quorum consisting of directors who are not parties to such proceeding; or

(b) The court in which such proceeding is or was pending upon application made by this corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by this corporation.

Section 8.6 Advance of Expenses. Expenses incurred by a person seeking indemnification under this Article VIII in defending any proceeding covered by Article VIII may be advanced by this corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article VIII.

Section 8.7 Other Indemnification. No provision made by this corporation to indemnify its or its subsidiary's directors or officers for the defense of any proceeding, whether contained in the Articles, these Bylaws, a resolution of members or directors, an agreement, or otherwise, shall be valid unless consistent with this Article VIII. Nothing contained in this Article VIII shall affect any right to indemnification to which persons other than such directors and officers may be entitled by contract or otherwise.

Section 8.8 Forms of Indemnification Not Permitted. No indemnification or advance shall be made under this Article VIII, except as provided in Section 8.4 or 8.5(b) of these Bylaws, in any circumstances where it appears:

(a) That it would be inconsistent with a provision of the Articles, these Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.



Section 8.9 Insurance. This corporation shall have the power to purchase and maintain insurance on behalf of any agent of this corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not this corporation would have the power to indemnify the agent against such liability under the provisions of this Article VIII, provided, however, that this corporation shall have no power to purchase and maintain such insurance to indemnify any agent of this corporation for a violation of Section 5233 of the California Nonprofit Public Benefit Corporation Law.

Section 8.10 Nonapplicability to Fiduciaries of Employee Benefit Plans. This Article VIII does not apply to any proceeding against any trustee, investment manager or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent of this corporation as defined in Section 8.1 of these Bylaws. This corporation shall have power to indemnify such trustee, investment manager or other fiduciary to the extent permitted by subdivision (f) of Section 207 of the California General Corporation Law.

## **ARTICLE IX**

### **OTHER PROVISIONS**

Section 9.1 Amendments. These Bylaws may be amended or repealed by the approval of a majority of directors then in office at a duly held meeting at which a quorum has been established or by unanimous written consent.

Section 9.2 Endorsement of Documents; Contracts. Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing and any assignment or endorsement thereof executed or entered into between this corporation and any other person, when signed by the Chair of the Board or the Executive Director shall be valid and binding on this corporation in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by the Board, and, unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind this corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 9.3 Representation of Shares of Other Corporations. The Executive Director or any other officer or officers authorized by the Board or the Executive Director are each authorized to vote, represent and exercise on behalf of this corporation all rights incident to any and all shares of any other corporation or corporations standing in the name of this corporation. The authority herein granted

may be exercised either by any such officer in person or by any other person authorized so to do by proxy or power of attorney duly executed by said officer.

Section 9.4 Contracts with Directors. No director of this corporation nor any other corporation, firm, association or other entity in which one or more of this corporation's directors are directors or have a material financial interest, shall be interested, directly or indirectly, in any contract or transaction with this corporation, unless (a) the material facts regarding that director's financial interest in such contract or transaction or regarding such common directorship, officership or financial interest are fully disclosed in good faith and noted in the minutes, or are known to all members of the Board prior to the Board's consideration of such contract or transaction; (b) such contract or transaction is authorized in good faith by a majority of the Board by a vote sufficient for that purpose without counting the votes of the interested directors; (c) before authorizing or approving the transaction, the Board considers and in good faith decides after reasonable investigation that the corporation could not obtain a more advantageous arrangement with reasonable effort under the circumstances; and (d) the corporation for its own benefit enters into the transaction, which is fair and reasonable to the corporation at the time the transaction is entered into. This Section 9.4 does not apply to a transaction that is part of a public or charitable program of this corporation if it (a) is approved or authorized by the corporation in good faith and without unjustified favoritism, and (b) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the public or charitable program of this corporation.

Section 9.5 Loans to Directors and Officers. This corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the California Attorney General; provided, however, that the corporation may advance money to a director or officer of the corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses by the corporation.

Section 9.6 Annual Report. The Board shall cause an annual report to be sent to the directors within 120 days after the end of this corporation's fiscal year. The annual report shall be accompanied by any report on it of independent accountants or, if there is no such report, by the certificate of an authorized officer of this corporation that the financial statements included in the annual report were prepared without audit from this corporation's books and records. That report shall contain the following information, in appropriate detail, for the fiscal year:

(a) The assets and liabilities, including the trust funds, of this corporation as of the end of the fiscal year.

(b) The principal changes in assets and liabilities, including the trust funds, of this corporation.

(c) The revenue or receipts of this corporation, both unrestricted and restricted to particular purposes.

(d) The expenses or disbursements of this corporation for both general and restricted purposes.

(e) Any information required by Section 9.7 of these Bylaws.

Section 9.7 Annual Statement of Certain Transactions and Indemnifications. As part of the annual report to all directors, or as a separate document if no annual report is issued, this corporation shall annually prepare and mail or furnish to each director a statement of any transaction or indemnification of the following kind within 120 days after the end of this corporation's fiscal year:

(a) Any transaction (i) in which this corporation, its parent, or its subsidiary was a party, (ii) in which an "interested person" had a direct or indirect material financial interest and (iii) which involved more than \$50,000, or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000. The statement shall include a brief description of the transaction, the names of interested persons involved, their relationship to this corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

For purpose of this Section 9.7(a), an "interested person" is either of the following: (i) any director or officer of this corporation, its parent, or its subsidiary (but mere common directorship shall not be considered such an interest); or (ii) any holder of more than 10 percent of the voting power of this corporation, its parent, or its subsidiary.

(b) Any indemnifications or advances aggregating more than \$10,000 paid during the fiscal year to any officer or director of this corporation under Article VIII of these Bylaws.

Section 9.8 Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the General Provisions of the California Nonprofit Corporation Law and in the California Nonprofit Public Benefit Corporation Law shall govern the construction of these Bylaws.

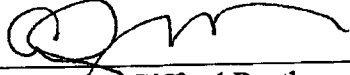
## CERTIFICATE OF SECRETARY

The undersigned hereby certifies that:

1. I am the duly elected and acting Secretary of Asian Pacific Institute on Gender-Based Violence, a California nonprofit public benefit corporation; and

2. The foregoing Bylaws consisting of 17 pages constitute the Bylaws of such corporation as duly adopted by the Board of Directors on April 17, 2013, and have not been amended or modified since such date.

IN WITNESS WHEREOF, I have executed this Certificate as of this April \_\_, 2013.

  
\_\_\_\_\_  
Annika M. Gifford Brothers, Secretary

# Form 1023 Checklist

(Revised June 2006)

## Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

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**Note.** Retain a copy of the completed Form 1023 in your permanent records. Refer to the General Instructions regarding Public Inspection of approved applications.

**Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.**

- ☒ Assemble the application and materials in this order:
- Form 1023 Checklist
  - Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
  - Form 8821, *Tax Information Authorization* (if filing)
  - Expedite request (if requesting)
  - Application (Form 1023 and Schedules A through H, as required)
  - Articles of organization
  - Amendments to articles of organization in chronological order
  - Bylaws or other rules of operation and amendments
  - Documentation of nondiscriminatory policy for schools, as required by Schedule B
  - Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation* (if filing)
  - All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.
- ☒ User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.
- ☒ Employer Identification Number (EIN)
- ☒ Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.
- You must provide specific details about your past, present, and planned activities.
  - Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
  - Describe your purposes and proposed activities in specific easily understood terms.
  - Financial information should correspond with proposed activities.
- ☒ Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.
- |            |  |            |  |
|------------|--|------------|--|
| Schedule A | Yes ___ No <input checked="" type="checkbox"/> | Schedule E | Yes ___ No <input checked="" type="checkbox"/> |
| Schedule B | Yes ___ No <input checked="" type="checkbox"/> | Schedule F | Yes ___ No <input checked="" type="checkbox"/> |
| Schedule C | Yes ___ No <input checked="" type="checkbox"/> | Schedule G | Yes <input checked="" type="checkbox"/> No ___ |
| Schedule D | Yes ___ No <input checked="" type="checkbox"/> | Schedule H | Yes ___ No <input checked="" type="checkbox"/> |

- ☒ An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
- Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) p. 1, Art. II
  - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law p. 2, Art. V
- ☒ Signature of an officer, director, trustee, or other official who is authorized to sign the application.
- Signature at Part XI of Form 1023.
- ☒ Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service  
P.O. Box 192  
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service  
201 West Rivercenter Blvd.  
Attn: Extracting Stop 312  
Covington, KY 41011



Printed on recycled paper

May 30, 2013

Internal Revenue Service  
P.O. Box 2508  
Room 4024  
Cincinnati, OH 45201

Re: Asian Pacific Institute on Gender-Based Violence  
Employer ID Number: 46-2288278

Dear Sir or Madam:

We respectfully request that the review of our Form 1023 application for Asian Pacific Institute on Gender-Based Violence, a California nonprofit public benefit corporation (the "AP Institute") is completed by no later than the end of December 2013.

While we are not asking for a formal expedited review, we wanted the Exempt Organizations division to be aware that the AP Institute desires and plans to apply for the next Department of Justice Office on Violence Against Women (OVW) grant in February 2014, which AP Institute's predecessor, Asian and Pacific Islander American Health Forum, a California nonprofit public benefit corporation exempt under Section 501(c)(3) of the Internal Revenue Code and further described in Schedule G of the accompanying Form 1023 (APIAHF), has previously received. Failure to qualify as an eligible grantee will have an adverse impact on the AP Institute's ability to start its operations.

The AP Institute is effectively being "spun off" from APIAHF. The AP Institute will be ineligible to apply for and receive the OVW grant in February 2014 if it does not receive a determination letter from the IRS by the time the OVW grant application is due. This would be highly detrimental to our team's work with OVW as an OVW Technical Assistance provider. Please note that OVW is aware of the spin off, which will allow this organization to better focus on its mission to end gender-based violence. The two previous grants received from OVW in support of the programs to be transferred to the AP Institute totaled approximately \$900,000.

We would be most grateful if you could kindly take steps to finalize a review of our application by the end of December 2013, to allow us to apply for and receive the OVW grant and start operations.

Thank you for considering this request for assistance. Please call me at (415) 568-3315 if you have any questions or need any more information.

Sincerely,

  
Firoza Chik Daboy-Chinoy, President  
Asian Pacific Institute on Gender-Based Violence

**Application for Recognition of Exemption  
Under Section 501(c)(3) of the Internal Revenue Code**

OMB No. 1545-0056

**Note:** If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all **bold** items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at **www.irs.gov** for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

**Part I Identification of Applicant**

<b>1</b> Full name of organization (exactly as it appears in your <b>organizing document</b> )		<b>2</b> c/o Name (if applicable)	
Asian Pacific Institute on Gender-Based Violence			
<b>3</b> Mailing address (Number and street) (see instructions)	Room/Suite	<b>4</b> Employer Identification Number (EIN)	
450 Sutter Street	600	46-2288278	
City or town, state or country, and ZIP + 4		<b>5</b> Month the annual accounting period ends (01 - 12)	
San Francisco, California, 94108		09	
<b>6</b> Primary contact (officer, director, trustee, or <b>authorized representative</b> )		<b>b</b> Phone: 415-977-0558	
<b>a</b> Name: Gene Takagi		<b>c</b> Fax: (optional) 415-704-3347	
<b>7</b> Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>8</b> Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>9a</b> Organization's website: <a href="http://www.apiidv.org/">http://www.apiidv.org/</a>			
<b>b</b> Organization's email: (optional) <a href="mailto:info@apiidv.org">info@apiidv.org</a>			
<b>10</b> Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>11</b> Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		03 / 04 / 2013	
<b>12</b> Were you formed under the laws of a <b>foreign country</b> ? If "Yes," state the country.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	



**Part II Organizational Structure**

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1** Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing **certification of filing** with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. ☒ **Yes** ☐ **No**
- 2** Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. ☐ **Yes** ☒ **No**
- 3** Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. ☐ **Yes** ☒ **No**
- 4a** Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. ☐ **Yes** ☒ **No**
- b** Have you been funded? If "No," explain how you are formed without anything of value placed in trust. ☐ **Yes** ☐ **No**
- 5** Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. ☒ **Yes** ☐ **No**

**Part III Required Provisions in Your Organizing Document**

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1** Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): Page 1, Article II ☒
- 2a** Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c. ☒
- 2b** If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. Page 2, Article V
- 2c** See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state: ☐

**Part IV Narrative Description of Your Activities**

Using an attachment, describe your *past*, *present*, and *planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors**

- 1a** List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual **compensation**, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
Deborah Lee	Chair of the Board, Director	450 Sutter Street, Suite 600 San Francisco, CA 94108	none
Annika M. Gifford Brothers	Secretary, Director	450 Sutter Street, Suite 600 San Francisco, CA 94108	none
Bo Thao-Urabe	Treasurer, Director	450 Sutter Street, Suite 600 San Francisco, CA 94108	none
Firoza Chic Dabby-Chinoy	Executive Director	450 Sutter Street, Suite 600 San Francisco, CA 94108	121,335
Beckie Masaki	Associate Director	450 Sutter Street, Suite 600 San Francisco, CA 94108	119,374

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- b** List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
<b>Cannon Han</b>	<b>ITARC Program Coordinator III</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	<b>82,026</b>
<b>Cristy Chung</b>	<b>Operations/Program Manager</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	<b>73,495</b>
<b>Wendy Lau</b>	<b>ITARC Program Coordinator III</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	<b>69,399</b>
<b>Nancy Wan</b>	<b>Program Coordinator II</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	<b>54,519</b>

- c** List the names, names of businesses, and mailing addresses of your five highest compensated independent contractors that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

- 2a** Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. ☐ Yes ☒ No
- b** Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. ☐ Yes ☒ No
- c** Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. ☐ Yes ☒ No
- 3a** For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.
- b** Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. ☐ Yes ☒ No
- 4** In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.
- a** Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? ☒ Yes ☐ No
- b** Do you or will you approve compensation arrangements in advance of paying compensation? ☒ Yes ☐ No
- c** Do you or will you document in writing the date and terms of approved compensation arrangements? ☒ Yes ☐ No

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- d** Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements? ☒ **Yes** ☐ **No**
- e** Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☒ **Yes** ☐ **No**
- f** Do you or will you record in writing both the information on which you relied to base your decision and its source? ☒ **Yes** ☐ **No**
- g** If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.

- 5a** Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c. ☒ **Yes** ☐ **No**
- b** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?

**Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.

- 6a** Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☒ **No**
- b** Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. ☐ **Yes** ☒ **No**

- 7a** Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases. ☐ **Yes** ☒ **No**
- b** Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales. ☐ **Yes** ☒ **No**

- 8a** Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f. ☐ **Yes** ☒ **No**
- b** Describe any written or oral arrangements that you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f** Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.

- 9a** Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f. ☐ **Yes** ☒ **No**

**Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)**

- b** Describe any written or oral arrangements you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at arm's length.
- e** Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f** Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

**Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You**

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1a** In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. ☐ Yes ☒ No
- b** In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. ☒ Yes ☐ No
- 2** Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. ☐ Yes ☒ No
- 3** Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. ☐ Yes ☒ No

**Part VII Your History**

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1** Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. ☒ Yes ☐ No
- 2** Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. ☐ Yes ☒ No

**Part VIII Your Specific Activities**

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past*, *present*, and *planned* activities. (See instructions.)

- 1** Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. ☐ Yes ☒ No
- 2a** Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. ☒ Yes ☐ No
- b** Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. ☒ Yes ☐ No
- 3a** Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. **Revenue and expenses** should be provided for the time periods specified in Part IX, Financial Data. ☐ Yes ☒ No
- b** Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies or any written contracts or other agreements relating to such arrangements. ☐ Yes ☒ No
- c** List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

**Part VIII Your Specific Activities (Continued)**

**4a** Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) ☒ **Yes** ☐ **No**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> mail solicitations              | <input checked="" type="checkbox"/> phone solicitations                        |
| <input checked="" type="checkbox"/> email solicitations             | <input checked="" type="checkbox"/> accept donations on your website           |
| <input checked="" type="checkbox"/> personal solicitations          | <input type="checkbox"/> receive donations from another organization's website |
| <input type="checkbox"/> vehicle, boat, plane, or similar donations | <input checked="" type="checkbox"/> government grant solicitations             |
| <input checked="" type="checkbox"/> foundation grant solicitations  | <input type="checkbox"/> Other   |

Attach a description of each fundraising program.

- b** Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. ☐ **Yes** ☒ **No**
- c** Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. ☐ **Yes** ☒ **No**
- d** List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you.
- e** Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. ☐ **Yes** ☒ **No**

**5** Are you **affiliated** with a governmental unit? If "Yes," explain. ☐ **Yes** ☒ **No**

**6a** Do you or will you engage in **economic development**? If "Yes," describe your program. ☐ **Yes** ☒ **No**

**b** Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.

**7a** Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. ☐ **Yes** ☒ **No**

**b** Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. ☐ **Yes** ☒ **No**

**c** If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.

**8** Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. ☐ **Yes** ☒ **No**

**9a** Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. ☐ **Yes** ☒ **No**

**b** Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

**c** Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

**d** Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). ☐ **Yes** ☐ **No**

**10** Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. ☒ **Yes** ☐ **No**

**Part VIII Your Specific Activities (Continued)**

- 11** Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution. ☐ Yes ☒ No
- 
- 12a** Do you or will you operate in a **foreign country or countries**? If "Yes," answer lines 12b through 12d. If "No," go to line 13a. ☐ Yes ☒ No
- b** Name the foreign countries and regions within the countries in which you operate.
- c** Describe your operations in each country and region in which you operate.
- d** Describe how your operations in each country and region further your exempt purposes.
- 
- 13a** Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. ☒ Yes ☐ No
- b** Describe how your grants, loans, or other distributions to organizations further your exempt purposes.
- c** Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. ☐ Yes ☒ No
- d** Identify each recipient organization and any **relationship** between you and the recipient organization.
- e** Describe the records you keep with respect to the grants, loans, or other distributions you make.
- f** Describe your selection process, including whether you do any of the following:
- (i)** Do you require an application form? If "Yes," attach a copy of the form. ☒ Yes ☐ No
- (ii)** Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. ☒ Yes ☐ No
- g** Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.
- 
- 14a** Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. ☐ Yes ☒ No
- b** Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.
- c** Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. ☐ Yes ☐ No
- d** Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. ☐ Yes ☐ No
- e** Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. ☐ Yes ☐ No
- f** Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately. ☐ Yes ☐ No

**Part VIII Your Specific Activities (Continued)**

- |           |  |                                     |   |
|-----------|--|-------------------------------------|---|
| <b>15</b> | Do you have a <b>close connection</b> with any organizations? If "Yes," explain.   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>16</b> | Are you applying for exemption as a <b>cooperative hospital service organization</b> under section 501(e)? If "Yes," explain.  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>17</b> | Are you applying for exemption as a <b>cooperative service organization of operating educational organizations</b> under section 501(f)? If "Yes," explain.  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>18</b> | Are you applying for exemption as a <b>charitable risk pool</b> under section 501(n)? If "Yes," explain.   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>19</b> | Do you or will you operate a <b>school</b> ? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity.   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>20</b> | Is your main function to provide <b>hospital</b> or <b>medical care</b> ? If "Yes," complete Schedule C.   | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>21</b> | Do you or will you provide <b>low-income housing</b> or housing for the <b>elderly</b> or <b>handicapped</b> ? If "Yes," complete Schedule F.  | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |
| <b>22</b> | Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. | <input type="checkbox"/> <b>Yes</b> | <input checked="" type="checkbox"/> <b>No</b> |

**Note:** Private foundations may use Schedule H to request advance approval of individual grant procedures.

**Part IX Financial Data**

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

**A. Statement of Revenues and Expenses**

	Type of revenue or expense	Current tax year	3 prior tax years or 2 succeeding tax years			(e) Provide Total for (a) through (d)
		(a) From 10/1/12 To 9/30/13	(b) From 10/1/13 To 9/30/14	(c) From 10/1/14 To 9/30/15	(d) From To	
<b>Revenues</b>	<b>1</b> Gifts, grants, and contributions received (do not include unusual grants)	1,684,200	1,690,000	1,885,000		
	<b>2</b> Membership fees received					
	<b>3</b> Gross investment income					
	<b>4</b> Net unrelated business income					
	<b>5</b> Taxes levied for your benefit					
	<b>6</b> Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)					
	<b>7</b> Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)					
	<b>8</b> Total of lines 1 through 7	1,684,200	1,690,000	1,885,000		5,259,200
	<b>9</b> Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)					
	<b>10</b> Total of lines 8 and 9	1,684,200	1,690,000	1,885,000		5,259,200
<b>Expenses</b>	<b>11</b> Net gain or loss on sale of capital assets (attach schedule and see instructions)					
	<b>12</b> Unusual grants					
	<b>13</b> Total Revenue Add lines 10 through 12	1,684,200	1,690,000	1,885,000		
	<b>14</b> Fundraising expenses	2,000	2,500	3,000		
	<b>15</b> Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)	0	110,000	150,000		
	<b>16</b> Disbursements to or for the benefit of members (attach an itemized list)					
	<b>17</b> Compensation of officers, directors, and trustees	298,479	300,886	305,700		
	<b>18</b> Other salaries and wages	399,340	624,311	747,803		
	<b>19</b> Interest expense					
	<b>20</b> Occupancy (rent, utilities, etc.)	70,214	98,600	102,500		
	<b>21</b> Depreciation and depletion	200	225	250		
	<b>22</b> Professional fees	320,225	232,500	235,225		
	<b>23</b> Any expense not otherwise classified, such as program services (attach itemized list)	435,705	170,842	175,658		
	<b>24</b> Total Expenses Add lines 14 through 23	1,524,163	1,539,864	1,720,136		



**Part IX Financial Data (Continued)****B. Balance Sheet (for your most recently completed tax year)**Year End: **YTD**

(Whole dollars)

Assets			
1	Cash . . . . .	1	0
2	Accounts receivable, net . . . . .	2	0
3	Inventories . . . . .	3	0
4	Bonds and notes receivable (attach an itemized list) . . . . .	4	0
5	Corporate stocks (attach an itemized list) . . . . .	5	0
6	Loans receivable (attach an itemized list) . . . . .	6	0
7	Other investments (attach an itemized list) . . . . .	7	0
8	Depreciable and depletable assets (attach an itemized list) . . . . .	8	0
9	Land . . . . .	9	0
10	Other assets (attach an itemized list) . . . . .	10	0
11	Total Assets (add lines 1 through 10) . . . . .	11	0
Liabilities			
12	Accounts payable . . . . .	12	0
13	Contributions, gifts, grants, etc. payable . . . . .	13	0
14	Mortgages and notes payable (attach an itemized list) . . . . .	14	0
15	Other liabilities (attach an itemized list) . . . . .	15	0
16	Total Liabilities (add lines 12 through 15) . . . . .	16	0
Fund Balances or Net Assets			
17	Total fund balances or net assets . . . . .	17	0
18	Total Liabilities and Fund Balances or Net Assets (add lines 16 and 17) . . . . .	18	0
19 Have there been any substantial changes in your assets or liabilities since the end of the period shown above? If "Yes," explain.		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Part X Public Charity Status**

Part X is designed to classify you as an organization that is either a **private foundation** or a **public charity**. Public charity status is a more favorable tax status than private foundation status. If you are a private foundation, Part X is designed to further determine whether you are a **private operating foundation**. (See instructions.)

1a Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed. ☐ Yes ☒ No  
If you are unsure, see the instructions.

b As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3). Check the box to confirm that your organizing document meets this requirement, whether by express provision or by reliance on operation of state law. Attach a statement that describes specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document or by operation of state law. See the instructions, including Appendix B, for information about the special provisions that need to be contained in your organizing document. Go to line 2. ☐

2 Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities, as opposed to indirectly carrying out these activities by providing grants to individuals or other organizations. If "Yes," go to line 3. If "No," go to the signature section of Part XI. ☐ Yes ☐ No

3 Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI. If "No," continue to line 4. ☐ Yes ☐ No

4 Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation? ☐ Yes ☐ No

5 If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.  
The organization is not a private foundation because it is:

a 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A. ☐

b 509(a)(1) and 170(b)(1)(A)(ii)—a **school**. Complete and attach Schedule B. ☐

c 509(a)(1) and 170(b)(1)(A)(iii)—a **hospital**, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C. ☐

d 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D. ☐

**Part X Public Charity Status (Continued)**

- e** 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐
- f** 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐
- g** 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☒
- h** 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐
- i** A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☐

**6** If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at [www.irs.gov](http://www.irs.gov) or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☐

**Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code**

For Organization

.....  
(Signature of Officer, Director, Trustee, or other  
authorized official)

.....  
(Type or print name of signer)

.....  
(Date)

.....  
(Type or print title or authority of signer)

For IRS Use Only

.....  
IRS Director, Exempt Organizations

.....  
(Date)

- b Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐
- (i) (a)** Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. \_\_\_\_\_
- (b)** Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐
- (ii) (a)** For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box. ☐
- (b)** For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box. ☐
- 7** Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☐ **Yes** ☐ **No**

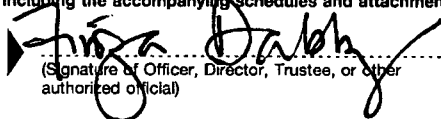
**Part XI User Fee Information**

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$750. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$300. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at [www.irs.gov](http://www.irs.gov) and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1 Have your annual gross receipts averaged or are they expected to average not more than \$10,000? ☐ Yes ☒ No  
If "Yes," check the box on line 2 and enclose a user fee payment of \$300 (Subject to change—see above).  
If "No," check the box on line 3 and enclose a user fee payment of \$750 (Subject to change—see above).
- 2 Check the box if you have enclosed the reduced user fee payment of \$300 (Subject to change). ☐
- 3 Check the box if you have enclosed the user fee payment of \$750 (Subject to change). ☒

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please  
Sign  
Here

  
(Signature of Officer, Director, Trustee, or other  
authorized official)

Firoza Chic Dabby-Chinoy

(Type or print name of signer)

5.31.2013

(Date)

Executive Director

(Type or print title or authority of signer)

**Reminder:** Send the completed Form 1023 Checklist with your filled-in-application.

Form **1023** (Rev. 6-2006)

**Schedule G. Successors to Other Organizations**

- 1a** Are you a **successor** to a **for-profit organization**? If "Yes," explain the relationship with the **predecessor** organization that resulted in your creation and complete line 1b. ☐ Yes ☒ No
- b** Explain why you took over the activities or assets of a for-profit organization or converted from for-profit to nonprofit status.
- 2a** Are you a successor to an organization other than a for-profit organization? Answer "Yes" if you have taken or will take over the activities of another organization; or you have taken or will take over 25% or more of the fair market value of the net assets of another organization. If "Yes," explain the relationship with the other organization that resulted in your creation. ☒ Yes ☐ No
- b** Provide the tax status of the predecessor organization.
- c** Did you or did an organization to which you are a successor previously apply for tax exemption under section 501(c)(3) or any other section of the Code? If "Yes," explain how the application was resolved. ☒ Yes ☐ No
- d** Was your prior tax exemption or the tax exemption of an organization to which you are a successor revoked or suspended? If "Yes," explain. Include a description of the corrections you made to re-establish tax exemption. ☐ Yes ☒ No
- e** Explain why you took over the activities or assets of another organization.

- 3** Provide the name, last address, and EIN of the predecessor organization and describe its activities.

Name: **Asian and Pacific Islander American Health Forum**

EIN: **94 - 3030866**

Address: **450 Sutter St., Suite 600, San Francisco, CA 94108**

- 4** List the owners, partners, principal stockholders, officers, and governing board members of the predecessor organization. Attach a separate sheet if additional space is needed.

Name	Address	Share/Interest (If a for-profit)
<b>Rhea Panares</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	
<b>Debra Nakatomi</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	
<b>Joyce O'Brien</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	
<b>Kathy Ko Chin</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	
<b>Dexter Louie</b>	<b>450 Sutter Street, Suite 600 San Francisco, CA 94108</b>	

- 5** Do or will any of the persons listed in line 4, maintain a working relationship with you? If "Yes," describe the relationship in detail and include copies of any agreements with any of these persons or with any for-profit organizations in which these persons own more than a 35% interest. ☐ Yes ☒ No
- 6a** Were any assets transferred, whether by gift or sale, from the predecessor organization to you? If "Yes," provide a list of assets, indicate the value of each asset, explain how the value was determined, and attach an appraisal, if available. For each asset listed, also explain if the transfer was by gift, sale, or combination thereof. ☐ Yes ☒ No
- b** Were any restrictions placed on the use or sale of the assets? If "Yes," explain the restrictions. ☐ Yes ☐ No
- c** Provide a copy of the agreement(s) of sale or transfer.
- 7** Were any debts or liabilities transferred from the predecessor for-profit organization to you? If "Yes," provide a list of the debts or liabilities that were transferred to you, indicating the amount of each, how the amount was determined, and the name of the person to whom the debt or liability is owed. ☐ Yes ☒ No
- 8** Will you lease or rent any property or equipment previously owned or used by the predecessor for-profit organization, or from persons listed in line 4, or from for-profit organizations in which these persons own more than a 35% interest? If "Yes," submit a copy of the lease or rental agreement(s). Indicate how the lease or rental value of the property or equipment was determined. ☐ Yes ☒ No
- 9** Will you lease or rent property or equipment to persons listed in line 4, or to for-profit organizations in which these persons own more than a 35% interest? If "Yes," attach a list of the property or equipment, provide a copy of the lease or rental agreement(s), and indicate how the lease or rental value of the property or equipment was determined. ☐ Yes ☒ No

Form **5768**

(Rev. September 2009)

Department of the Treasury  
Internal Revenue Service**Election/Revocation of Election by an Eligible  
Section 501(c)(3) Organization To Make  
Expenditures To Influence Legislation**

(Under Section 501(h) of the Internal Revenue Code)

For IRS  
Use Only ►

Name of organization

**Asian Pacific Institute on Gender-Based Violence**

Employer identification number

**46 : 2288278**

Number and street (or P.O. box no., if mail is not delivered to street address)

**450 Sutter Street**

Room/suite

**Suite 600**

City, town or post office, and state

**San Francisco, California, 94108**

ZIP + 4

- 1 Election**—As an eligible organization, we hereby elect to have the provisions of section 501(h) of the Code, relating to expenditures to influence legislation, apply to our tax year ending **September 30, 2013** and all subsequent tax years until revoked.  
(Month, day, and year)

**Note:** This election must be signed and postmarked within the first taxable year to which it applies.

- 2 Revocation**—As an eligible organization, we hereby revoke our election to have the provisions of section 501(h) of the Code, relating to expenditures to influence legislation, apply to our tax year ending \_\_\_\_\_  
(Month, day, and year)

**Note:** This revocation must be signed and postmarked before the first day of the tax year to which it applies.

Under penalties of perjury, I declare that I am authorized to make this (check applicable box) ☒ election ☐ revocation on behalf of the above named organization.

(Signature of officer or trustee)

**Firoza Chlc Dabby-Chinoy, Executive Director**

(Type or print name and title)

**5.31.2013**

(Date)

**General Instructions**

Section references are to the Internal Revenue Code.

Section 501(c)(3) states that an organization exempt under that section will lose its tax-exempt status and its qualification to receive deductible charitable contributions if a substantial part of its activities are carried on to influence legislation. Section 501(h), however, permits certain eligible section 501(c)(3) organizations to elect to make limited expenditures to influence legislation. An organization making the election will, however, be subject to an excise tax under section 4911 if it spends more than the amounts permitted by that section. Also, the organization may lose its exempt status if its lobbying expenditures exceed the permitted amounts by more than 50% over a 4-year period. For any tax year in which an election under section 501(h) is in effect, an electing organization must report the actual and permitted amounts of its lobbying expenditures and grass roots expenditures (as defined in section 4911(c)) on its annual return required under section 6033. See Part II-A of Schedule C (Form 990 or Form 990-EZ). Each electing member of an affiliated group must report these amounts for both itself and the affiliated group as a whole.

To make or revoke the election, enter the ending date of the tax year to which the election or revocation applies in item 1 or 2, as applicable, and sign and date the form in the spaces provided.

**Eligible organizations.** A section 501(c)(3) organization is permitted to make the election if it is not a disqualified organization (see below) and is described in:

1. Section 170(b)(1)(A)(ii) (relating to educational institutions),
2. Section 170(b)(1)(A)(iii) (relating to hospitals and medical research organizations),
3. Section 170(b)(1)(A)(iv) (relating to organizations supporting government schools),
4. Section 170(b)(1)(A)(vi) (relating to organizations publicly supported by charitable contributions),
5. Section 509(a)(2) (relating to organizations publicly supported by admissions, sales, etc.), or
6. Section 509(a)(3) (relating to organizations supporting certain types of public charities other than those section 509(a)(3) organizations that support section 501(c)(4), (5), or (6) organizations).

**Disqualified organizations.** The following types of organizations are not permitted to make the election:

- a. Section 170(b)(1)(A)(i) organizations (relating to churches),

b. An integrated auxiliary of a church or of a convention or association of churches, or

c. A member of an affiliated group of organizations if one or more members of such group is described in a or b of this paragraph.

**Affiliated organizations.** Organizations are members of an affiliated group of organizations only if (1) the governing instrument of one such organization requires it to be bound by the decisions of the other organization on legislative issues, or (2) the governing board of one such organization includes persons (i) who are specifically designated representatives of another such organization or are members of the governing board, officers, or paid executive staff members of such other organization, and (ii) who, by aggregating their votes, have sufficient voting power to cause or prevent action on legislative issues by the first such organization.

For more details, see section 4911 and section 501(h).

**Note.** A private foundation (including a private operating foundation) is not an eligible organization.

**Where to file.** Mail Form 5768 to the Department of the Treasury, Internal Revenue Service Center, Ogden, UT 84201-0027.

Attachment to Form 1023

**Applicant:** Asian Pacific Institute on Gender-Based Violence

**EIN:** 46-2288278

**Part I Identification of Applicant**

7.

Gene Takagi, NEO Law Group, 201 Spear St., Suite 1100, San Francisco, CA 94105.

**Part II Organizational Structure**

1.

Articles of Incorporation attached hereto.

5.

Bylaws attached hereto.

**Part IV Narrative Description of Your Activities**

The *Asian Pacific Institute on Gender-Based Violence* (AP Institute) is committed to enhancing culturally relevant intervention and prevention services that address critical issues, like lifetime exposure to violence; and is designed to support service and systems innovations for vulnerable populations within Asian and Pacific Islander (API) communities such as LGBT individuals, Muslims, elders, refugees, immigrants, and those with limited English proficiency. As a Resource Center, the program will develop fact sheets, compile resources like directories or translated materials, produce Technical Assistance (TA) Briefs and disseminate them widely to raise public awareness and alert the field to the complexity of API issues and capture the extraordinary advocacy and community organizing work of API advocates. Training and Technical Assistance are foundational to strengthening advocacy and sustaining organizations. In addition to a comprehensive array of training, the program features a unique capacity-building initiative, the Circle of Strength for leaders in the field; and provides targeted and intensive technical assistance to document and promote promising practices. Policy development focuses on increasing access and mitigating barriers due to ethnic and gender bias, in order to ensure that systems are gateways to services. Research activities aim to contextualize and present meaningful data useful to programs – including examining methodologies that can best capture promising practices and substantiate the efficacy of community-based strategies.

**Need for the Organization:** The need for a Culturally Specific Special Issue Resource Center that enhances family, domestic, and dating violence prevention and intervention in Asian and Pacific Islander homes is defined, first, by the scope of the problem. Second, tremendous ethnic,<sup>1</sup> demographic, and linguistic diversity emphasize the concomitant need for cultural relevance and competencies.<sup>2</sup> In addition to API communities' demographic diversity of LGBTQ,<sup>3</sup> rural, urban, youth, elderly, first- and

<sup>1</sup> We include people of Arab/West Asian/Middle Eastern origin despite Arabs being categorized as Whites in the census.

<sup>2</sup> The U.S. Census recognizes 20 API ethnic groups and over 100 languages

<sup>3</sup> Lesbian, Gay, Bisexual, Transgender and Questioning

multi-generation immigrants, and refugees; there is significant variation in socioeconomic status<sup>4</sup> and acculturation levels, depending on education<sup>5</sup>, English fluency<sup>6</sup>, employment, family and community support, health, and well-being. Third, given that there are 100+ established and start-up programs that explicitly address the special circumstances, challenges and complexities specific to API survivors, building and sustaining their capacity is important. TA and training from a resource center on domestic violence in API communities in collaboration with state coalitions can close some of the existing gaps in addressing the complex needs of API programs to provide culturally and linguistically specific services. Our constituents are in 27 states, spanning all U.S. regions. Their visibility and effectiveness is evidenced by increased public awareness in API communities, changed help-seeking attitudes,<sup>7</sup> an overwhelming demand for services,<sup>8</sup> and a large volume of unfunded work.<sup>9</sup> They build programs fundamental to their community: 82% provide services in one or more Asian languages, 18% in over 10 Asian languages. Funding and leadership in *all* programs need to be sustained in the face of budget cuts and staff and leadership attrition. Funding cuts destabilize prevention, organizational stability sustains prevention. Lastly, research, critical issue analysis, and policy advocacy support service innovation and systems change; e.g., our work on language access has strengthened services by bi-lingual advocates and interpreters, thus increasing access for victims with limited English proficiency (LEPs). Research and policy enhance systems to be gateways, not barriers, to services and prevention.

**Plan to Address Needs:** The AP Institute proposes establishing a national Culturally Specific Special Issue Resource Center that enhances and expands the capacity of programs to serve the complex needs of API victims of domestic/family violence. This is achieved by delivering a comprehensive array of training and technical assistance; functioning as a clearinghouse to research, compile, and disseminate information; promoting practices and policies that make systems more aware and responsive; collaborating with national organizations, state coalitions, and their networks to strengthen and resource the work of community-based-organizations; and engaging in research and policy advocacy that anchors culturally relevant prevention and intervention. The types of assistance needed by CBOs, systems, state coalitions, etc., differ and the well-planned Resource Center we are committed to developing takes those needs and constraints into consideration, all the while keeping the well-being, safety and autonomy of victims and their children central.

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<sup>4</sup> In 2010, the median household income for Asian Indians was \$86,660 (up from \$78,315 in 2006) but only \$45,953 for Bangladeshis. Eleven Asian ethnic groups have poverty rates above the national average (9.9%); 24.5% Hmong live below the poverty line. Census Bureau, 2007-09 American Community Survey 3-year estimates.

<sup>5</sup> Some Asians are more likely to have graduated college than the general population (29.3% vs. 17.6%), but 4 Southeast Asian groups have some of the lowest educational levels in the nation. U.S. Census Bureau, 2007-09 American Community Survey 3-year estimates.

<sup>6</sup> An estimated 32.4% of the Asian population has limited English proficiency according to the 2010 U.S. Census.

<sup>7</sup> Sakhi for South Asian Women, New York, responded to 727 new calls for support from January 1-December 31, 2007 while working with 50-60 survivors monthly on an ongoing basis. From [www.sakhi.org](http://www.sakhi.org) on 7-7-08.

<sup>8</sup> Asian Women's Shelter provided almost 4,000 shelter bed nights for Asian women and children in 2004 and responded to over 700 crisis calls, 82% of them in non-English languages. AWS turned away 83% of the battered women who called for shelter because of lack of shelter space. From [www.sfaws.org](http://www.sfaws.org) on 7-7-08.

<sup>9</sup> In a one year period, 22 organizations spent a total of 9,200 (mostly volunteer) hours on outreach sessions that reached a total of 31,500 individuals. Asian & Pacific Islander Institute on Domestic Violence, Unpublished data.

**Beneficiaries:** includes (1) 80-90 community-based-organizations designed to serve API survivors and API-specific programs in pan-ethnic agencies; (2) 10-20 start-up programs requiring intensive levels of TA and training; (3) Researchers studying API demographic groups and domestic violence issues; (4) Policy makers, especially in custody/mediation and language access; (5) Grantors and potential grantees, because capacity building increases their readiness to manage multi-source and governmental funding; (6) Professionals from related fields, especially interpreters; (7) Systems personnel that survivors encounter at points of contact; (8) National organizations, state coalitions (9) Federal agencies like the Office on Refugee Resettlement (10) TA providers funded federal programs like Office on Violence Against Women (OVW), Office for Victims of Crime (OVC); (11) the Domestic Violence Resource Network (DVRN); and (12) National API policy advocacy organizations working on related issues.

#### Past and Current Activities

AP Institute has engaged in only planning and administrative activities related to its formation and application for exemption. AP Institute expects to receive the assets of the Asian & Pacific Islander Institute on Domestic Violence program currently housed in the Asian and Pacific Islander American Health Forum, a California nonprofit public benefit corporation exempt under Section 501(c)(3) of the Internal Revenue Code (APIAHF), more specifically described in Schedule G of this Attachment.

#### Planned Activities

##### **A. Enhance Culturally Relevant Intervention & Prevention**

*Expand public awareness and the capacity of local, state and national organizations to meet the complex needs of API immigrants, refugees, elders, LGBT individuals, youth/young adults and limited English proficient victims by providing subject-matter expertise, consultation, TA and training.*

- Foster service innovation in response to API dynamics and trends.
- Serve as a clearinghouse and develop and disseminate materials/resources.
- Promote prevention approaches that succeed at community engagement and evidence changed norms.
- Strengthen survivors to strategize about preventing gender violence and inequality.

These activities will be conducted by AP Institute staff with the possible assistance of volunteers. AP Institute will dedicate 20% of its time and resources to these activities.



**B. Enhance Systems Change and Organizational Sustainability**

*Increase system readiness for practices that improve system responses, increase system and agency collaboration, prevent system failures, lower barriers, and mitigate gender and racial bias.*

- Improve system/agency responses to increase access at all points of contact.
- Promote strategies to assist particularly vulnerable API survivors, like Muslims, elders, LGBT, *pro se* litigants.
- Improve system-navigation for survivors by demystifying system procedures and building their agency and self-advocacy.
- Build organizational sustainability, fiscal capacity and leadership to strengthen API program needs.
- Strengthen multi-system advocacy to respond to the complex landscape of family violence and emerging trends.

These activities will be conducted by AP Institute staff with the possible assistance of volunteers. AP Institute will dedicate 10% of its time and resources to these activities.

**C. Contribute to Research & Policy Analysis to Demonstrate Impact**

*Analyze critical issues and policies and their impact on APIs, gather data, contribute to evidence based practice.*

- Engage in policy development on API-specific issues and integrate them into national policy agendas in collaboration with the field.
- Shape culturally relevant responses by conducting &/or applying primary and secondary research.
- Increase capacity of programs to collect data on/evaluate prevention and intervention practices, impact and trends.

These activities will be conducted by AP Institute staff with the possible assistance of volunteers. AP Institute will dedicate 10% of its time and resources to these activities.

**Outcomes**

- **Publications:** 20-25 Fact Sheets and TA Briefs; make regular revisions to 5 resource directories. Each publication will reach 1,250 recipients.
- **Training:** Conduct 10 workshops/webinars /year x 40 attendees.
- **Conference:** Convene 1 conference/year x 4 years x 50-100 attendees. Total = 200-400.
- **National Summit:** Hold one National Summit with approximately 200-250 attendees.
- **Build organizational & leadership capacity** in *Circle of Strength*: 8-10 orgs, 16-20 leaders.
- **TA:** Provide targeted/intensive TA to 15-20 API programs/year; general TA to estimated 100 requests/year, totaling ~800 hours of TA

- **Website** traffic: 40,000 unique page views per year; Email recipients 1,366.  
*Dissemination Plan & Evaluation state how outcomes will be measured*

### **Dissemination Strategies**

AP Institute publications, including fact sheets, tools, reports, resource directories, materials documenting promising practices, etc. **will be disseminated to the beneficiaries listed above** and the field nationwide primarily through our website and listserv and additionally through allied agencies and directly at trainings and workshops.

## **D. Asian and Arab Survivor Technical Assistance Project**

### **Objectives**

- 1) Maximize resources, model collaboration, and contribute unique strengths and expertise among Office on Violence Against Women (OVW) TA providers to meet the diverse needs of OVW grantees.
- 2) Increase the ability of OVW grantees to create culturally and linguistically meaningful services and collaborations in their unique organizations and communities.
- 3) Deepen the understanding of the complex intersection of issues facing underserved survivors of sexual assault, domestic violence, stalking, and dating violence; and foster the development and sharing of best practices to address their needs.

### **Activities**

- Work with 4-8 national OVW technical assistance providers:
- Individualized in-person TA to programs as a complement and extension to national trainings: 40-90 individuals/ 4 programs for intensive TA, an additional 5-10 programs for specific TA.
- Online TA and resource sharing: reaching approximately 200+ individuals
- Convene at least three Roundtables generated from the needs expressed by OVW grantees: 3 roundtables x 10-15 participants = 30-45 individuals
- Conduct 4-6 trainings for DV/ dual programs serving APIs and Arabs to address sexual violence

These activities will be conducted by AP Institute staff with the possible assistance of volunteers. AP Institute will dedicate 10% of its time and resources to these activities.

## **E. Interpretation Technical Assistance & Resource Center**

### **Goals**

- 1) Enable a field/sector enhancement on language access.
- 2) Grow grantees' success by building their capacity for implementation and strategic coordination on language access.
- 3) Increase access for Limited English Proficiency (LEP) victims at points of contact to language services by trained, culturally competent, qualified bilingual staff and interpreters.

**Objectives**

- 1) Identify issues and recommend procedures that improve the quality of language services by bilingual staff and interpreters to LEPs and deaf victims who do not know American Sign Language.
- 2) Coordinate cross-disciplinary understanding of the need for and use of trained interpreters.
- 3) Increase the Knowledge, Skills & Abilities (KSA) of bilingual staff and interpreters.
- 4) Enable networking, coordination, and sharing best practices across OVW-funded agencies.
- 5) Establish benchmarks on LEP service delivery for the field.
- 6) Increase language access resources available to Legal Assistance for Victims (LAV) Unit.

**Activities**

- Assess agency readiness and needs: Using language access tools developed by DOJ's Division of Civil Rights, surveys, &/or interviews, we will identify strengths and barriers as well as base-line knowledge on serving LEPs, bilingual advocacy, and interpretation basics to analyze agency and sector needs.
- Develop or review plans and implementation Identify a spectrum of activities, benchmarks, resources, and realistic strategies to roll out meaningful plans and implementation procedures.
- Provide TA and training that brings key agency staff to a baseline of knowledge about serving LEPs including interpretation modes; interpreter ethics; working with telephonic and in-person interpreters and translators; understanding how bilingual speakers and interpreters differ; interpretation services at points of contact; procedures and issues in legal and courtroom interpretation; and, state-specific language access laws and court interpretation policies and standards.
- Train agencies to assess and build skills of bilingual staff or less skilled interpreters by using the Interagency Language Roundtable speaking and listening proficiency tool; ensuring bilingual skills match job responsibilities; determining what communications bilinguals and less skilled interpreters can provide; strategies to ensure accuracy and adherence to ethical standards; and ways for bilingual staff to develop their language skill levels.
- Educate staff about the needs of victims who are deaf, deaf-blind, and/or do not use American Sign Language, to include Deaf culture basics, American Sign Language, home signing, sign language interpretation, and relay interpretation.
- Provide training materials and tools for interpreters on VAW; working with advocates; dealing professionally with difficult material including addressing vicarious trauma; maintaining role boundaries; and refraining from being self-appointed cultural brokers.
- Conduct state-by-state interpretation resources assessment Identify potential resources by state, including but not limited to interpreter training programs; university and college language and interpreter programs; professional associations and interpreter registries (medical, business, court, education); state and local court interpreter administration contacts; and interpreter certification authorities.

- Map language services availability across systems, provide an overview of the various points of contact that are engaged by victims, including but not limited to: emergency dispatch or 911; law enforcement; emergency rooms; courts; supervised visitation centers; legal services; and social services, in 1-2 cities to identify gaps in accessibility and promising practices.
- Offer training in Spanish to OVW funded agencies serving Latinos that have a predominantly Spanish-speaking staff to meet their unique needs. Develop and disseminate products
- Serve as a resource to OVW staff in Arrest, Courts, Disability, LAV, Rural, STOP, and Safe Havens Units to address TA and training issues/needs.
- Identify or develop a telephonic interpretation skills assessment test to be used by grantees to assess the basic competence of interpreters.

### **Products**

- 1) *Training Materials/Tip Sheets for Arrest, Courts, Disability, LAV, Rural, STOP, and Safe Havens grantees*: Title VI, federal mandates; Interpretation basics, interpreters' KSA; Working with qualified and less-trained interpreters; Bilingual advocacy and interpretation differentiated; Cultural competency in language services; Working with deaf, deaf-blind, deaf-LEP victims.
- 2) *Tip Sheets/Training PowerPoints for Interpreters*: Basics of domestic violence, dating violence, sexual assault, and stalking; Working with LEP victims, addressing difficult material and vicarious trauma; Working with victim advocates.
- 3) *State-by-state interpreter resource assessment report* will provide an overview of resources by state, including but not limited to interpreter training programs; university and college language and interpreter programs; professional associations and interpreter registries (medical, business, court, education); state and local court interpreter administration contacts; and interpreter certification and licensing authorities.
- 4) *Toolkit for Language Access Assessment, Program Development, and Training for agency administrators and advocates to develop programs and build their own skills*. A final project toolkit will contain DOJ's accessibility assessment tool, program development considerations for creating language accessible services, a set of the tip sheets for grantees and interpreters mentioned previously, and materials designed to share lessons learned and best practices based on this TA project.
- 5) *Training Curricula for Interpreters on Domestic Violence and Sexual Assault*. AP Institute will adapt a training program currently being developed for trauma-informed interpretation by Voice of Love, an all-volunteer project purposed with developing trainings for interpreters who work with victims of trauma, sexual assault, and torture. Their curricula developers include medical and certified court interpreters (incl. AP Institute's consultant Isabel Framer), mental health professionals, attorneys, National Consortium of State Courts, National Assoc of Judiciary Interpreters and Translators, and advocates.
- 6) *Technical Assistance Brief on Interpretation and Translation* documenting best practices and steps of the Special Initiative project sites in order to assess, build, and strengthen other LAV programs.

These activities will be conducted by AP Institute staff with the possible assistance of volunteers. AP Institute will dedicate 20% of its time and resources to these activities.

## **F. Gathering Strength: Immigrant & Refugee Communities Ending Domestic Violence**

### **Objective**

Support and promote the development, strengthening, evaluation, and sharing of promising, culturally competent practices aimed at addressing domestic violence for high-need, underserved populations in California.

### **Activities**

- Convene a project advisory council comprised of representatives from eight to ten immigrant or refugee organizations to assist in identifying and building relationships with key new immigrant and refugee populations and organizations, and advise on the project;
- Convene two of four regional trainings for immigrant or refugee organizations, reaching at least thirty participants at each training, to build their capacity to address domestic violence (DV) in their communities;
- Convene at least two regional trainings for community health clinics (or other embedded community institutions or systems, as defined by the advisory council) on culturally-competent DV services to immigrant and refugee communities;
- Convene the two final regional trainings for immigrant or refugee organizations, reaching at least thirty participants at each training, and provide technical assistance to immigrant or refugee organizations through downloadable resources and individual consultations throughout project; and,
- Attend a kick-off convening, up to four in-person convenings, and quarterly peer learning sessions (via webinar or conference call), and fully participate in project-focused research and learning activities, and in comprehensive evaluation work for Blue Shield Against Violence cultural competency grantees;

These activities will be conducted by AP Institute staff with the possible assistance of volunteers. AP Institute will dedicate 10% of its time and resources to these activities.

## **G. Economic Security Program**

The AP Institute's Economic Security program is a four-year multilevel re-granting initiative that consists of three components that strengthen API survivors of domestic violence and their children; the community-based-organizations specifically designed to serve API survivors and their families; as well as the AP Institute, its national network, and its impact on national API civic engagement initiatives. **Component 1: Economic Security for Survivors** seeks to institutionalize economic advocacy programs that enhance economic security for domestic violence victims/survivors by (1) piloting Individual Development Accounts (IDAs) for domestic violence survivors with 5 community-based API domestic violence service organizations and (2) establishing an Economic Safety Net Fund that can issue small amounts of funding to CBOs to provide emergency economic assistance to survivors. **Component 2: Economic Stability for**

**Community-Based Organizations** will strengthen and stabilize the internal infrastructure, staffing, and development in CBOs by providing grants for general support and donor development to build reserves and on-going technical assistance, training and consultation to develop recruitment and hiring procedures, job descriptions, business systems, data collection and evaluation, fund development, program development, and staffing plans, staff development, and sustainability. **Component 3: Expanded Impact for the AP Institute and its CBO Network** will build a strong foundation for the AP Institute and its network of CBOs by supporting its incorporation, building the Institute's re-granting capacity, convene a National Summit, and strategize with partners on integrating gender analysis, issues and policies into civic engagement strategies and advocacy.

These activities will be conducted by AP Institute staff with the possible assistance of volunteers. AP Institute will dedicate 10% of its time and resources to these activities.

#### **H. Fundraising and Administration.**

Fundraising and administrative activities will be conducted by AP Institute staff with the possible assistance of volunteers. AP Institute will dedicate 10% of its time and resources to these activities.

#### **Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors**

3a.

##### **Deborah J. Lee, Chair of the Board, Director - 3 hours per month**

Debbie Lee has been with Futures Without Violence, formerly, Family Violence Prevention Fund (FVPF) since 1980. She is currently a Senior Vice President and Deputy Director of Start Strong: Building Healthy Teen Relationships initiative, an initiative funding 11 comprehensive community-based models of prevention that can lead to decreases in relationship violence and increases in positive, protective relationship skills over time with a focus on 11 -14 year olds, and funded by the Robert Wood Johnson Foundation. She directed the U.S. Dept. of Health and Human Services' funded National Health Resource Center on Domestic Violence (HRC) from 1993 which seeks to strengthen the health care response to domestic violence. She led partnerships in 27 states working with public health departments and domestic violence programs as well as an initiative with 25 health centers in Tribal communities across the country. In December 2010, Ms. Lee was appointed to the Department of Justice & Office on Violence Against Women National Advisory Council on Violence Against Women. She was a founding board member of the San Francisco-based Asian Women's Shelter, the Asian & Pacific Island Institute on Domestic Violence, the National Network on Behalf of Immigrant and Refugee Women, 2 CA state coalitions, and The Women's Foundation. Ms. Lee was the recipient of the first annual California Office of Women's Health Helen

Rodriguez-Trias 2002 Award for Excellence in Community-based Women's Health Leadership.

*The Chair of the Board shall, if present, preside at all meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned by the Board. If there is no Executive Director, the Chair of the Board shall also be the chief executive officer and shall have the powers and duties of the Executive Director set forth in these Bylaws*

**Annika M. Gifford Brothers, Secretary, Director - 3 hours per month**

Annika M. Gifford Brothers has been with the National Resource Center on Domestic Violence for six years where she is the Policy and Research Manager. At the NRCDV, Annika manages several key initiatives and special projects including, Building Comprehensive Solutions to Domestic Violence, the DV Evidence Project and two federally-funded national studies capturing domestic violence survivors' experiences with residential and non-residential services and supports. Prior to joining the NRCDV, Annika spent four years working in Zagreb, Croatia for the Centre for Women's Studies, Zagreb and the Centre for Women War Victims. While in Croatia, she also co-founded a non-profit and non-governmental organization for children and youth with disabilities. After her time in Croatia, Annika pursued a Masters of Arts in Gender and Peace Building from the United Nations mandated University for Peace in Costa Rica, which she received in June 2006. Most recently, Annika was selected to be one of 20 new Movement Makers in Move to End Violence, a 10-year program of the NoVo Foundation.

*The Secretary shall attend all meetings of the Board and shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board, and its committees, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Board and committee meetings, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of California, the original or a copy of this corporation's Articles and Bylaws, as amended to date. The Secretary shall give, or cause to be given notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, and shall also have such other powers and duties as may from time to time be assigned to him or her by the Board or the President*

**Bo Thao, Treasurer, Director - 3 hours per month**

Bo Thao-Urabe is Senior Director of Capacity Building and Organizational Learning at Asian Americans/Pacific Islanders in Philanthropy (AAPIP), a national membership organization dedicated to advancing community and philanthropy. She is responsible for development, implementation, and evaluation of infrastructure building programs that combine grantmaking and capacity building strategies, and leads development and learning strategies that help build organizational cohesion and impact. She also serves on the senior management team of the organization. Before joining AAPIP, Bo worked for the Federal Reserve Bank of Minneapolis and was responsible for assessing trends and issues related to access to credit, capital and related financial services for traditionally under served and emerging markets throughout the Federal Reserve Bank system and its ninth district. She has also served as executive director of Hmong National Development, Inc., a national advocacy organization where she led policy and advocacy work focused on making K-12 education responsive to English Language Learners, ensuring access to higher education for AAPI students, transforming and upholding public benefit programs for families in poverty, and opening resettlement for the remaining Hmong Vietnam War refugees at Wat Thamkrabok, Thailand. Her other experiences include developing professional opportunities for communities of color in the housing and economic development field; establishing comprehensive and coordinated communication and accessibility plans for under-served populations for the State of Minnesota; and serving as executive director of the Women's Association of Hmong Lao.

She currently serves on the Board of Directors of Habitat for Humanity of Minnesota and is on the Advisory Council of the Federal Home Loan Bank of Des Moines. She co-founded Hmong Women Achieving Together and the Sisterhood Project in Laos.

*The Treasurer of this corporation shall keep and maintain, or cause to be kept and maintained, full and accurate accounts of the corporation's properties and transactions. The Treasurer shall send, or cause to be sent, to the directors such financial statements and reports as are required to be sent by law, by these Bylaws, or by the Board. The Treasurer (a) shall deposit, or cause to be deposited, this corporation's funds and other valuables in the name and to the credit of this corporation with such depositaries as may be designated by the Board; (b) shall disburse the funds of this corporation as may be ordered by the Board, taking proper vouchers for such disbursements; (c) shall render to the Executive Director (if any), the Chair of the Board, and the Board, whenever requested, an account of all transactions as Treasurer and of the financial condition of this corporation; and (d) shall have such other powers and perform such other duties as may be prescribed by the Board.*

**Firoza Chic Dabby-Chinoy, Executive Director - 40 hours per week**

Firoza Chic Dabby is the Director of the Asian & Pacific Islander Institute on Domestic Violence, a national resource center engaged in advocacy, research, policy, training, technical assistance provision, and analyzing critical issues on violence against Asian and Pacific Islander women. Before that she was the Executive Director of Narika, a helpline for abused South Asian women; and worked at the Psychological Services Center for 17 years. Chic has been in the domestic violence field for thirty years and along the way has



acquired some expertise on violence against Asian women; strategies for advocacy, community engagement, systems change, and movement building; the psychological and economic effects of violence over the lifecourse; violence over the lifecourse and its influence on help-seeking; trafficking; intimate homicide; child custody; battered mothers in the child welfare system; and sexual violence, particularly in conflict zones. She writes, trains and presents extensively about these and many other issues. She serves on several Advisory Committees including: Battered Women's Justice Project: Civil, Criminal and Defense Divisions; Taskforce on Domestic Violence & Child Custody Evaluations of the Association of Family & Conciliation Courts; Advisory Committee of the American Bar Association's Commission on Domestic Violence, Community Advisory Committee of the National DV Hotline.

*The Executive Director serves as the general manager and chief executive officer of this corporation and has, subject to the control of the Board, general supervision, direction and control of the business and officers of this corporation. The Executive Director has the general powers and duties of management usually vested in the office of executive director and general manager of a corporation and such other powers and duties as may be prescribed by the Board.*

**Beckie Masaki, Associate Director - 40 hours per week**

Beckie Masaki, MSW, has worked in the movement to end violence against women for over twenty-eight years. She is the Associate Director of the Asian & Pacific Islander Institute on Domestic Violence. Beckie co-founded one of the first VAW programs in the nation that could meet the language and cultural needs of Asian survivors of domestic violence and trafficking, Asian Women's Shelter (AWS) in San Francisco, and served as the founding executive director for over twenty-one years, from July 1988 through January 2010. Beckie has extensive experience in providing multilingual, multicultural services to domestic violence and trafficking survivors and their children, innovative program development, prevention, community building, policy-making, and institutional advocacy. She currently serves as faculty and advisor in collaboration with CompassPoint Non Profit Services/ Blue Shield Against Violence Strong Field Project, Futures Without Violence, Praxis International, and the National Judicial Institute on Domestic Violence.

She is on the advisory committee for the NoVo Foundation in shaping a VAW movement building initiative. Past advisory and steering committee roles include Department of Defense Task Force on Domestic Violence, National Advisory Committee for the Greenbook Project, California Domestic Violence Advisory Committee, and founding steering committee of the Asian & Pacific Islander Institute on Domestic Violence. She has received numerous awards in recognition of her work including the 2010 Flame of Justice Award, Chinese for Affirmative Action; 2009 Roselyn C. Swig Award, Domestic Violence Consortium/ Partners Ending Domestic Abuse; 2009 Extraordinary Woman Award, Flyaway Productions; 2005 Sister of Fire Award, Women of Color Resource Center; 1999 Next Millennium Award for Community Organizing; and 1998 California Peace Prize from The California Wellness Foundation.

*The Associate Director reports to and supports the Executive Director in the general supervision, direction and control of the business of this corporation has such other powers and duties as may be prescribed by the Executive Director or Board.*

**Cannon Han, ITARC Program Coordinator III - 40 hours per week**

Cannon Han is the Project Coordinator of the Interpretation Technical Assistance and Resource Center (ITARC) at the Asian & Pacific Islander Institute on Domestic Violence. Cannon is responsible for developing, coordinating and implementing ITARC activities, which provides technical assistance, trainings, guidelines, and strategies for direct service agencies to improve language access for domestic violence victims. Prior to joining the Institute, he was a Senior Court Services Analyst with the California Administrative Office of the Courts, Court Interpreters Program. He was responsible for oversight and training on California court interpreter ethics and professional standards, interpreter recruitment, language access in the courts, and interpreters for the deaf and hard of hearing. He also worked as a direct legal services attorney and in private practice. Cannon received his B.A. from the University of California at Los Angeles, and his J.D. from UC Hastings.

*The Project Coordinator III will be responsible for developing, coordinating and implementing the objectives and activities of the Interpretation Technical Assistance & Resource Center. Responsibilities will include project planning, working with an Advisory Committee of national experts, establishing the Resource Center and a national network of experts, developing materials that include writing new publications for ITARC, convening and preparing trainings, providing regular technical assistance on models and issues through various delivery systems, engaging in policy advocacy on language access, and other project development activities. The Project Coordinator will be expected to take on various complex components and work with high levels of autonomy.*

**Cristy Chung, Operations/Program Manager - 40 hours per week**

Cristy Chung is currently the Program and Operations Manager at the Asian & Pacific Islander Institute on Domestic Violence. She has over twenty-five years of experience working in the anti-violence movement. Cristy began this work at UCSC in the Women's Studies and Sociology departments. Cristy joined the staff at the Asian Women's Shelter in San Francisco in the first year the shelter opened. During her 10 years there Cristy started their volunteer program, founded their Queer Asian Women's program, lead their Multi-lingual Access Model program, and helped the shelter find a permanent home. In recent years Cristy has focused her social justice and social change work on community mobilization and school climate change in the education system that engages the entire community - educators, administrators, parents/care givers, students and local community members.

Cristy has worked extensively in the fields of diversity and anti-bias education, school climate change, cross-cultural service delivery, domestic violence intervention and

prevention, and LGBT inclusive curriculum building. She is an experienced leader, trainer, facilitator, writer and community organizer. She is the parent of 3 teenage girls that inform her work on a daily basis. She is currently interested in conversations about working at the intersections of race, gender and sexuality and ways to build our work across fields. Cristy is committed to finding creative solutions that offer us innovative opportunities to build and sustain the changes we desire.

*The Operations/Program Manager is responsible for managing the resource center's day-to-day operations of the organization, managing special projects as designated and supporting organizational development. This position ensures integration of office systems, provides grants and contract management, assists in human resource functions, some financial management and participates in the Organizational Transition Leadership Team.*

### **Wendy Lau, ITARC Program Coordinator III - 40 hours per week**

Wendy Lau is the Project Coordinator of the Interpretation Technical Assistance and Resource Center (ITARC) at the Asian & Pacific Islander Institute on Domestic Violence. She is responsible for developing, coordinating and implementing the activities of ITARC, which provides technical assistance, trainings, guidelines, and strategies for direct service agencies to improve language access for domestic violence victims. During law school, she interned at the D.C. Language Access Coalition in Washington D.C. and the Asian American Legal Defense and Education Fund in New York City. Prior to law school, she was the Program Coordinator at the Asian Pacific American Legal Resource Center where she was responsible for managing the Legal Interpreter Project and worked to establish the nation's first community interpreter bank in Washington D.C. She also assisted in providing legal services to API victims of domestic violence. Wendy received her B.A. in Economics from the University of Washington in Seattle, Washington and her J.D. from the Catholic University of America's Columbus School of Law in Washington, D.C.

*The Project Coordinator III will be responsible for developing, coordinating and implementing the objectives and activities of the Interpretation Technical Assistance & Resource Center. Responsibilities will include project planning, working with an Advisory Committee of national experts, establishing the Resource Center and a national network of experts, developing materials that include writing new publications for ITARC, convening and preparing trainings, providing regular technical assistance on models and issues through various delivery systems, engaging in policy advocacy on language access, and other project development activities. The Project Coordinator will be expected to take on various complex components and work with high levels of autonomy.*

**Nancy Wan, Program Coordinator II - 40 hours per week**

Nancy Wan is the Program Coordinator for the Asian & Pacific Islander Institute on Domestic Violence where she coordinates the Institute's Resource Center, its publications, website, listservs, and databases; provides technical assistance to domestic violence agencies and advocates across the U.S.; coordinates meetings and conferences; and provides programmatic and administrative support.

Nancy received her M.A. in Nonprofit Administration program from the University of San Francisco, her M.A. in Women's Studies from San Francisco State University, and B.A. degrees in Anthropology, Women and Gender Studies, and Asian American Studies from the University of California, Davis. Born in Macau, China and raised in San Francisco, Nancy speaks Cantonese.

*The Program Coordinator II is responsible for performing administrative and support duties, including; coordinating development of print and digital material; maintaining multiple contacts and resource databases; developing and implementing all online communications such as website development and management and coordination of other electronic communications; conference and meeting coordination including travel arrangements; providing program coordination, support and assisting in program documentation; and providing administrative support to the Asian & Pacific Islander Institute on Domestic Violence staff. This position reports to the Executive Director*

5a.

The Conflict of Interest Policy attached hereto and consistent with the sample policy in Appendix A to the Form 1023 instructions was adopted by the Board of Directors on April 17, 2013.

**Part VI      Your Members and Other Individuals and Organizations That Receive Benefits From You**

1b.

In furtherance of its exempt purposes, the following AP Institute programs provide services to community based organizations:

Enhance Culturally Relevant and Trauma-informed Intervention & Prevention, Enhance Systems Change and Organizational Sustainability, Engage in Research & Policy Analysis to Demonstrate Impact, Document Evidence-Based Practices, Asian and Arab Survivor Technical Assistance Project, Interpretation Technical Assistance & Resource Center, and AP Institute's Economic Security Program. Each of these programs is described more fully in Part IV of this Attachment.

**Part VIII Your Specific Activities**

2a.

AP Institute may in the future engage in direct and grassroots lobbying, to an insubstantial degree and in furtherance of its exempt purposes. AP Institute is concurrently making the Internal Revenue Code 501(h) election. Currently, AP Institute has no plans to lobby on any specific legislation.

The total annual expenditures that the organization expects to be devoted to supporting lobbying activities will be within the limits prescribed under section 501(h) of the Internal Revenue Code and its associated regulations. In addition to monitoring staff time, AP Institute will monitor and value all organizational expenditures (e.g., printing of materials associated with lobbying, transportation, website modifications) to assure compliance with the prescribed limits.

4a.

AP Institute will conduct fundraising activities to raise funds to support the organization's programs. All such activities will comply with the Internal Revenue Service requirements regarding substantiation and donor acknowledgements.

Mail Solicitations: AP Institute may engage in a direct mail campaign to businesses and residents in all areas in which it is qualified to do so, requesting donations or sponsorships of an organizational fundraising event.

Email solicitations: AP Institute may send e-mail solicitations in compliance with all federal, state and local laws. It is contemplated that such solicitations would be limited to potential donors who either (i) have an existing relationship with the organization or one of its supporters or beneficiaries, or (ii) may have an interest in supporting the mission of the organization.

Personal solicitations: AP Institute may engage in personal solicitations with potential donors who either (i) have an existing relationship with the organization or one of its supporters or beneficiaries, or (ii) may have an interest in supporting the mission of the organization. In addition, AP Institute may hold fundraising events in which attendees are asked to support the organization and its programs.

Foundation grant solicitations: AP Institute may engage in foundation grant solicitations. At this time, any grant proposal would be drafted by a volunteer or committee and submitted to a foundation only upon approval by the board or a board committee.

Phone solicitations: AP Institute may engage in phone solicitations in compliance with all applicable laws. It is contemplated that such solicitations would be limited to potential donors who either (i) have an existing relationship with the organization or one of its supporters or beneficiaries, or (ii) may have an interest in supporting the mission of the organization.

Accept donations on your website: AP Institute contemplates having a website with the capability of accepting donations on-line. Such website will comply with all applicable laws. The board will seek appropriate information and/or counsel before establishing such a fundraising program in order to ensure compliance with all appropriate laws.

Government grant solicitations: AP Institute may engage in government grant solicitations in compliance with all applicable laws if consistent with effectively and efficiently furthering the organization's exempt purposes.

4d.

Jurisdictions in which the organization itself conducts fundraising: California and all cities and counties therein. In addition, AP Institute may conduct fundraising in other states in which it is qualified and/or properly registered to engage in such activities. Fundraising in such jurisdictions will be conducted only for AP Institute and not for another organization. AP Institute shall comply with the registration and fundraising laws and regulations of each jurisdiction in which it does business.

10.

AP Institute owns its intellectual property, which includes its fact sheets, Technical Assistance Briefs, curricula, workshops, webinars, and training models and processes. AP Institute has not projected selling any of its intellectual property and plans to use and protect such materials to further its exempt purposes. Because most of the intellectual property has been or is expected to be developed with federal funds, such property will be required to be in the public domain.

13b.

Grants to other public charities shall be made to further AP Institute's goals of enhancing culturally relevant intervention and prevention services that address critical issues, like lifetime exposure to violence, and supporting service and systems innovations for vulnerable populations within API communities. Further description of AP Institute's grantmaking is provided in Part IV of this Attachment (Economic Security Program).

13c.

Grants shall be made pursuant to grant agreements, which shall be developed in AP Institute's second year.

13d.

Recipient organizations have yet to be selected.

13e.

AP Institute intends to maintain records of grant agreements and grant reports required pursuant to such grant agreements.

13f.

Grantmaking processes, including grantee selection procedures, shall be developed in AP Institute's second year. It is intended that grantees complete both an application and proposal. The proposal will specify grantee's responsibilities, obligations

to use the grant funds only for the described grant purposes, reporting obligations (which will require a final written report and an accounting of how grant funds were used), and AP Institute's authority, as grantor, to withhold and/or recover grant funds in case such funds are, or appear to be, misused.

13g.

Grant oversight processes shall be developed in AP Institute's second year. Such processes shall include annual reporting and final reporting after the grant has been fully expended.

## **Part IX Financial Data**

### **A. Statement of Revenues and Expenses**

Line 23. Any expense not otherwise categorized (itemized list):

EXPENSE	(a) FROM 10/1/12 TO 9/30/13	(b) FROM 10/1/13 TO 9/30/14	(c) FROM 10/1/14 TO 9/30/15
BANK CHARGES	5,000	5,500	6,000
DUES AND SUBSCRIPTIONS	100	120	140
EDUCATION/TRAINING EXPENSES	3,500	4,500	5,000
GOVERNMENT FILING FEES	500	0	0
INSURANCE	3,530	4,000	4,500
LICENSE FEES	1,500	1,575	1,655
MEETING EXPENSES	71,700	20,000	25,000
MISCELLANEOUS PROGRAM			
OFFICE EXPENSES	10,000	2,500	0
OFFICE SUPPLIES	6,000	5,000	7,000
POSTAGE/DELIVERY	800	900	1,000
PRINTING/REPRODUCTION	16,000	8,747	9,363
TECHNOLOGY EXPENSES	6,400	3,000	500
TELEPHONE	6,000	5,000	5,500
TRAVEL EXPENSES (staff)	106,582	40,000	45,000
TRAVEL EXPENSES (non-staff)	170,939	50,000	50,000
PROGRAM EXP: HONORARIA & STIPENDS	25,154	20,000	15,000
<b>TOTAL</b>	<b>433,705</b>	<b>170,842</b>	<b>175,658</b>

**Schedule G.**

2b.

The predecessor organization, Asian and Pacific Islander American Health Forum (APIAHF), is recognized as exempt under Section 501(c)(3) of the Internal Revenue Code and is further described by Sections 509(a)(1) and 170(b)(1)(A)(vi) as a public charity.

2c.

APIAHF applied for and received recognition of exemption under IRC Section 501(c)(3).

2e.

No assets have been transferred by APIAHF to AP Institute as of the date of this application. However, APIAHF intends to transfer the assets of its Asian & Pacific Islander Institute on Domestic Violence (APIIDV) program to AP Institute shortly after AP Institute receives recognition of exemption under IRC Section 501(c)(3).

4.

List the officers and governing board members of the predecessor organization (continued).

Name	Address
Butch de Castro	450 Sutter Street, Suite 600 San Francisco, CA 94108
Victor Kaiwi Pang	450 Sutter Street, Suite 600 San Francisco, CA 94108
Niyanta Spelman	450 Sutter Street, Suite 600 San Francisco, CA 94108
Gayle Tang	450 Sutter Street, Suite 600 San Francisco, CA 94108
Lori Villarosa	450 Sutter Street, Suite 600 San Francisco, CA 94108
Diane Paloma	450 Sutter Street, Suite 600 San Francisco, CA 94108
Walter Tsou	450 Sutter Street, Suite 600 San Francisco, CA 94108

6.

No assets have been transferred by APIAHF to AP Institute as of the date of this application. However, APIAHF intends to transfer the assets of its Asian & Pacific Islander Institute on Domestic Violence (APIIDV) program to AP Institute shortly after AP Institute receives recognition of exemption under IRC Section 501(c)(3).