

## FOCI 222 Community Arts Project Design/Report *(working in groups of 2-4)*

*YOU HAVE A CHOICE!*

a) **Community Arts Project Design:** develop a detailed plan for a community arts project. Scope: as much as it would take to meet the application requirements for an Ontario Arts Council or City of Kingston Arts Fund grant.

b) **Community Arts Project Report:** learn about (through the interviewing of leaders, participants, and other stakeholders) and describe an existing community arts project (scope: 2000-4000 words)

### **A. Community Arts Project Design**

In preparing your project design, I encourage you to check out some community arts funding opportunities, and consider what they are looking for in their applications. For example:

*Kingston Arts Council:* Project Grant (City of Kingston Arts Fund) <http://www.artskingston.ca/index.cfm/funding-advocacy/ckaf/apply-for-ckaf/>

*Ontario Arts Council:* Artists In the Community/Workplace grants <http://www.arts.on.ca/page95.aspx>

**Part 1 – Project Description.** Describe proposed project including artistic and community building objectives and other details (e.g. vision, form, content, process, targeted community participants and audiences, nature of the collaboration, marketing/audience development plans, educational value, impact, etc.).

**Part 2 – Project Personnel.** Explain what each member of the team brings to the project, and what their roles will be. Provide evidence of your ability to make the project happen, e.g. support material that demonstrates: 1) artistic skills and experiences 2) skills and experiences in project management and/or relevant community work.

**Part 3 – Budget and Schedule.** Provide details of budget and schedule (thorough and well thought through)

#### ***Assessment—Artistic Merit***

Is the project clearly and thoroughly described? Is the description sufficiently detailed?

Does the project enable the development of participants' artistic skills and knowledge?

Does the project increase access to quality local arts programming?

Does the project foster innovation, collaboration, and excellence?

Is the project appropriate for the intended community participants and audiences?

*A Excellent*

*B Very Good*

*C Adequate*

*D Marginal*

#### ***Assessment—Community Engagement/ Benefits***

Does the project actively engage or encourage the participation of people in active art making and doing? (as volunteers, participants, audiences or collaborators, as relevant)?

Does the project enrich arts engagement across the community?

Does the project foster inclusion, diversity, and access within the arts?

Will the project have a positive impact?

*A Excellent*

*B Very Good*

*C Adequate*

*D Marginal*

#### ***Assessment—Project Management and Financial Responsibility***

Is all the necessary planning in place?

Is the project feasible as described?

Have you indicated how previous experiences and abilities will enable you to fully realize the proposed project in terms of a) artistic background and b) project management background?

Will there be adequate financial, personnel, and other resources to implement the project?

Are there appropriate timelines, with milestones and checkpoints, in place for project implementation?

Does the proposal demonstrate the applicant's capacity for responsible financial management?

*A Excellent*

*B Very Good*

*C Adequate*

*D Marginal*

## **B. Community Arts Project Report**

**Task:** Document and reflect on learning about an existing community arts project/program/initiative. (*With a view to one day designing and implementing your own community arts project.*)

Learning about the project will involve reading documents (electronic and print literature and materials) produced by the organization and ideally by others also (journals, media, etc.). Information must also be gathered directly from individuals involved (through speaking with leaders, participants, and other stakeholders), and from observing and documenting (field notes/reflections) project activities. Some questions that might guide your gathering of info:

*What does the project involve?*

*Why is this project important?*

*What are the tangible services or opportunities provided?*

*Who participates and how do they benefit?*

*How does the project involve community or civic engagement?*

*Who is involved and how do they contribute?*

*How is this project innovative?*

*What are the activities, materials, and personnel required for the project?*

*How is the project funded?*

The report that you submit to me will include a thorough description of the project. The information gathered must include the project's goals and activities. Additionally, it may be helpful to include information about personnel, organizational structure, participants/clients, funding sources, budget, etc.—in short, whatever you might want to know were you to launch a project like this yourselves.

The report will also include a reflective analysis of the project. At the heart of this reflection will be an assessment of how effectively the project's goals are being met. However, there are many other aspects of the project that it may be meaningful for you to reflect on, such as unplanned benefits (e.g. social capital – connections between people which enable and encourage mutually advantageous social cooperation), relationships, sustainability, finances, support, etc. Again, think what you might want to assess/measure if this was your own project and you were trying to usefully identify its strengths *and* areas for growth and development. It would be appropriate to include recommendations in this section.

### **Report Assessment Criteria**

Information—thoroughness, and breadth of info gathered and presented (multiple sources: documents, discussions with participants, observation of and/or participation in activities) (multiple aspects of project reported on: e.g. project structure, project activities, project personnel, etc.) (*40% of assignment grade*)

**A** *Excellent*

**B** *Very Good*

**C** *Adequate*

**D** *Marginal*

Analysis—thoughtfulness and rigour of examination of the information about the project and what it means, e.g.: project's impact, effectiveness, byproducts, strengths, needs, areas for growth, etc. Connections to literature are helpful. (*40% of assignment grade*)

**A** *Excellent*

**B** *Very Good*

**C** *Adequate*

**D** *Marginal*

Presentation—clarity, professionalism, and richness of report (*20% of assignment grade*)

**A** *Excellent*

**B** *Very Good*

**C** *Adequate*

**D** *Marginal*