

# CREATIVE CITYMAKING MINNEAPOLIS

## CALL FOR ARTISTS

October 4, 2018

### CALL FOR ARTISTS CONTENTS

The Creative CityMaking Minneapolis (CCM) Call for Artists includes the following:

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The deadline for the CCM applications:  
**November 1 at Noon**

CCM application submissions and questions:

All application submissions and questions must be emailed to [CreativeCityMaking@gmail.com](mailto:CreativeCityMaking@gmail.com) following the specific requirements listed in this CCM Call for Artists.

## 1. CCM PROGRAM OVERVIEW

### **CCM Summary**

Creative CityMaking Minneapolis (CCM) is a program of the Office of Arts, Culture and the Creative Economy in the City of Minneapolis (ACCE). ACCE is seeking three artists/designers or teams (maximum of two artists/designers per team) to participate in CCM, a program that partners staff in City of Minneapolis departments with experienced community artists/designers to advance the City's goal of eliminating economic and racial disparities.

### **CCM Goals**

CCM pairs staff in City of Minneapolis departments with experienced community artists to advance the City's goal of eliminating economic and racial disparities. This "[One Minneapolis](#)" goal is focused on ensuring that all residents can participate and prosper.

CCM develops new arts-based, field-tested approaches that engage traditionally underrepresented communities and stimulate innovative thinking and practices for more responsive government. This work is increasing the capacity of the City to address inequities in areas such as political representation, housing, transportation, income, and race.

### **CCM Purpose**

These collaborations between City staff and artists are in support of the following objectives:

- use arts and design resources and practices to help City departments address their priority issues;
- design and test new interfaces between City systems and the community, and new approaches for community engaged policy-making, planning, and practice;
- enhance City staff and artists' abilities to facilitate community engagement, and equip them with new tools for working effectively with traditionally underrepresented communities;
- create a collaborative, sustainable support system that advances the work of City departments through partnership with experienced community artists/designers; and
- document and communicate lessons learned.

### **CCM Project Categories**

CCM Minneapolis offers City departments three pathways into collaboration with the creative community. These categories help to define the needs of the department and their openness to experimentation and innovation.

- **Explorers:** creative approaches that are limited in scope. These projects are for departments unsure of what the arts have to offer but are willing to try and test, in a limited way, what they can achieve through creative practices.
- **Field Tested:** creative approaches that have been field tested, so we know they work. These projects are for departments looking to invest in creative solutions already developed and tested in other arenas.
- **New Frontiers:** creative approaches that are challenging, new or innovative. These projects are for departments seeking creative solutions tailored to their needs, are willing to take risks and seeking to discover how creativity can change their work.

Each project opportunity seeks experienced community artists/designers or teams able to deliver the outcomes above in addition to the specific desired results identified by the departments. Project opportunities are described on the following pages.

## 2. ARTIST PROGRAM RESPONSIBILITIES

### **Artist Program Responsibilities**

#### Participate/Lead Program Meetings/Events

- Participate in project orientation, meetings, convenings and other project-related events, check-ins, ongoing evaluation efforts etc. as needed.
- Maintain a working presence in the department by attending and participating in departmental and community meetings/events, working onsite as needed and meeting regularly with team.
- Participate and at times lead efforts and events with project collaborators community stakeholders, and overall team.

#### Define Workplan

- Develop workplan in collaboration with City staff including team agreement, conflict resolution guidelines, and other elements as needed while keeping the project goals at the forefront of the work in collaboration with City staff.
- Develop budget to be approved by City staff.
- Work with team to reassess and develop workplan as project advances.

#### Participate/Support Administration

- Maintain activity log, tracking hours and activities to be submitted with invoices.
- Provide appropriate documentation with deliverables.
- Follow City of Minneapolis regulations and processes for all administration.

#### Communicate with Team

- Provide, strong, regular and consistent communications with entire team.
- Work within communications protocols established by City of Minneapolis.
- Develop and refine communications processes with team as needed.

#### Manage Data Collection

- Become familiar with appropriate project background information, including relevant research and data.
- Work closely with City staff to ensure that data collected for City efforts is data that can be utilized and aligns with project goals.
- Develop strategies for data entry, formatting, and sharing data at start of project, document processes and tools, and reassess as new tools are developed (strategies to be included in workplan).

### Participate in Evaluation

- Provide data to program evaluators through engagement logs and other evaluation tools.
- Participate in the program evaluation and program documentation including video/media as requested.
- Share visual and written documentation of the process, activities, and instructions/template for new tools generated.

### Communicate with Community

- Coordinate and present relevant information through at least one creative community event with team through theater, visual arts, exhibit, etc.
- Co-develop an exhibit of tools, approaches, and lessons learned, goals attained, etc. with team.
- Participate in presentations, forums, events, etc.

### Extend Arts-Based Practices

- Engage with other departments as requested to support the thorough integration of arts-based innovation within the City.
- Work with team to build and extend practices through documentation, evaluation, and communication.
- Develop and implement ideas with team to extend arts-based practices.

*\* In addition to Artist **Program** Responsibilities, please see Artist **Project** Responsibilities in the following three sections, 3-5.*

**3. PROJECT OPPORTUNITY:  
CCM MIDTOWN GREENWAY  
WAYFINDING PROJECT  
DEPARTMENT OF PUBLIC WORKS**

**Project Category**

New Frontier

This project is a New Frontier as the Department of Public Works is seeking creative approaches and solutions that are challenging, new or innovative, and tailored to their needs, and are willing to take risks to discover how creativity can change their work.

**Project Department**

The Department of Public Works in the City of Minneapolis manages eight (8) divisions within its administration. The overall mission of the eight (8) divisions is to build, operate and maintain the public infrastructure and provide services where collaborative leadership and public/private engagement are standard business practices. As one of eight (8) divisions, the Traffic and Parking Services Division of the Public Works department is responsible for traffic management including signs, signals, lane striping and overseeing the Bike and Pedestrian Program. As a managing partner for the Midtown Greenway, Minneapolis Public Works assists with the trails and signage, and will be working in conjunction with the project partners associated with The Midtown Community Works Partnership.

**Project Partners**

The Midtown Community Works Partnership is a public-private endeavor formed to guide the redevelopment of the Midtown Greenway-Lake Street Corridor in south Minneapolis. Members include the City of Minneapolis, Hennepin County, Minneapolis Park and Recreation Board, the Metropolitan Council, Allina Health, Wells Fargo, the Midtown Greenway Coalition, and the Lake Street Council.

**Project Overview**

The Midtown Greenway, a 5.5-mile, non-motorized, paved trail that is used primarily by bicyclists and walkers, parallels Lake Street from the western border of Minneapolis with St. Louis Park near Lake Bde Maka Ska (formerly Calhoun) and Lake of the Isles to the eastern border where the trail meets the Mississippi River.

An extensive 2016 study, *Making the Connection: Midtown Greenway to Lake Street*, found that more wayfinding elements are needed for a variety of reasons. Entrances to the trail are difficult to find, in part, because the trail lies in a trench one story below street level. People often report being disoriented to their surroundings when they are on the Midtown Greenway or exiting the Greenway.

Some people in neighborhoods close to the trail don't know that it is there, or don't feel like they are welcome to use it. Ongoing community engagement and artist/designer expertise will provide further insight into the community needs for this project and the expansive definitions and development of wayfinding.

An improved wayfinding system is needed to help connect community members and visitors to the Midtown Greenway, feel welcome on the Greenway, and direct them from the Greenway to Minneapolis parks, bikeways, the Lake Street and Eat Street business corridors, and the National Park Service Mississippi Natural River and Recreation Area (NPS/MNRRRA),

### **What We Want to Do**

To support the development of a coordinated wayfinding system on the Midtown Greenway in one or more of the following areas:

- Improve access, learning, and connection to the Greenway for underserved and underrepresented communities including people with low-income, people who have a first language other than English, people with limited literacy, and people who require Americans with Disabilities (ADA) accessibility.
- Increase the use of the Greenway for transportation by underserved and underrepresented community members, especially the surrounding neighborhoods, who travel by foot, bicycle, and public transit.
- Increase the ease of use for underrepresented and underserved communities who use the Greenway to find their way between the Greenway and key neighborhood destinations.

### **How We Will Get There**

The project area is concentrated within south Minneapolis encompassing the Midtown Greenway-Lake Street Corridor. A key factor influencing the wayfinding system is the neighborhoods through which the Midtown Greenway passes including Calhoun-Isles, Powderhorn, Phillips and Longfellow. For example, Phillips is one of the most diverse communities in the State, with a high percentage of residents who are immigrants. The neighborhood is predominately renters, with incomes well below the City's median, unemployment more than double the Minneapolis average rate, and a high percentage of residents living below poverty level. We will accomplish our goals by successful, creative, community engagement to inform, develop, and implement a wayfinding system that welcomes, reflects, and embraces the local communities and cultures surrounding the Midtown Greenway.

## **Artist Responsibilities**

*\* Also see Artist **Program** Responsibilities in Section 2.*

One artist/designer or team (up to two artists) will be hired to work with the ACCE Office in partnership with the Department of Public Works to lead community engagement to create ideas for a wayfinding system, develop strategies to improve access, navigation, and use of the Midtown Greenway for underrepresented and underserved communities.

This may include but is not limited to the following:

- Extensive community engagement.
  - Develop, implement, and lead an arts-based method to engage with community members to inform connection needs, design and implementation of a wayfinding system that is grounded in community and uplifts the cultural heritage of the Midtown Greenway area.
  - Consult with cultural and neighborhood organizations, residents, and businesses.
  - Plan or attend relevant events for community engagement.
- Collaboration with local artists and designers.
  - Work in collaboration with a designer/design team that is hired and managed by Hennepin County.
  - Develop ideas for the wayfinding elements that are informed by and reflect the multi-cultural community members, neighborhoods, and local artists of the Greenway and surrounding neighborhoods.
- Collaboration with Public Works and partners.
  - Lead artistic processes to develop ideas, solve problems, and collaborate with City of Minneapolis departments and partners.

## **Project Timeline**

February/March 2019-February/March 2020



**4. PROJECT OPPORTUNITY:  
CCM 2020 CENSUS – COMPLETE COUNT  
DEPARTMENT OF NEIGHBORHOOD AND COMMUNITY RELATIONS**

**Project Category**

New Frontier

This project is a New Frontier as the Department of Neighborhood and Community Relations is seeking creative approaches and solutions that are challenging, new or innovative, and tailored to their needs, and are willing to take risks to discover how creativity can change their work.

**Project Department**

The Neighborhood and Community Relations (NCR) department was established in 2010. NCR works with place based and cultural based groups furthering the city's efforts around public participation in government. NCR believes that when residents are informed, connected to their community and feel represented in City government, they are empowered to influence decisions that impact their lives.

**Project Partners**

City of Minneapolis Elected Officials (Mayor and City Council Members), City Clerk, Communications, Office of Race and Equity, Office of Arts, Culture and the Creative Economy, Community Planning and Economic Development, Hennepin County, MN State Demographers office, US Census Bureau and other metro area governments. Community partners will include representatives from the Complete Count Committee – NCR is currently recruiting community people, leaders, influencers, and organizations to participate on the complete count committee.

**Project Overview**

**What is the Census, Why does it Matter?**

The US constitution mandates that every ten years, our country counts every person residing in the United States. The federal Census Bureau will conduct the Census on April 1, 2020. The results of the Census are used by government and many institutions to determine political representation, financial allocations and investments, and decision making at the federal, state, and local level. When communities are undercounted, their political representation is diluted, their funding allocations are less, the financial investment is insufficient for the need, and they are not included in decision making. The same communities that the Census has struggled to accurately count are the same communities that experience less political influence, insufficient financial investment and lack a seat at the 'decision making table'.

## **About the 2020 Census – Complete Count Project**

The Census has long been a controversial tool used by government to organize and provide resources to communities, but has undercounted the same communities that are underrepresented in decision making. The City's interest in collaborating with artists on this project is to acknowledge the historic racism of this tool and data collection process and to evaluate how racial equity can become the core of the City's census activities.

Investing time early in engagement efforts to build relationships with undercounted communities will be critical to getting an accurate count in 2020. With that in mind, the City of Minneapolis will be establishing a Complete Count Committee in 2018 to spend time building relationships and identifying messages and strategies for engaging around the Census with the objective to increase outreach and engagement activities among undercounted communities.

The Complete Count Committee will be created with the idea that relationships will not begin nor end with the 2020 Census. Ideally, an output of this work will be stronger relationships between the City of Minneapolis and community members. There is potential for increased trust to be developed through these relationships.

## **What We Want To Do**

To support the development of 2020 Census engagement strategies in one or more of the following areas:

- Accurately counting every person.
- Acknowledging historic racism and recognizing racial equity at the core of census activities.
- Developing and implementing artist/creative processes to identify meaningful messages and creative strategies with local communities.
- Surfacing narratives that have been hidden from the census conversation.
- Driving committee meetings – using creative process through storytelling, bringing forth hidden narratives during committee gatherings.

## **How We Will Get There**

- Engage with historically undercounted communities to participate in the Census on their own terms.
- Collaborate with impacted communities.
- Co-identify ways that strengthen existing strategies or surface emerging strategies where there are none.
- Build trust and transparency that will outlive the census (artists support this City goal through arts based practices).
- Creatively engage one or more of the following communities that the Census has historically undercounted including: Native American, African American, Southeast Asian, Asian, East African, African, Latino, LGBTQ, senior citizens, veterans, people experiencing homelessness, renters, college students, children under the age of 5, people living in poverty, people with disabilities.

## **Artist Project Responsibilities**

*\* Also see Artist **Program** Responsibilities in Section 2.*

CCM will provide one artist/designer or a team of one – two people to work with the 2020 Census Complete Count committee to develop strategies for engaging with underserved/underrepresented communities in the Census.

This may include but is not limited to the following:

- Extensive community engagement.
  - Test and implement new strategies to empower communities that have been left out of the census process to achieve a complete count.
  - Develop and implement other new, creative strategies that will be co-determined by artists, City staff, and Complete Count Committee members.
- Development of communications.
  - Provide guidance and input to the City on its Census campaign efforts, including providing feedback on marketing and engagement strategies.
  - Provide insight into communications strategy developed by the Complete Count Committee.
- Collaborate with the Department of Neighborhood and Community Relations and the Complete Count Committee.
  - Develop process and leadership of Census work, surfacing narratives that have been hidden from the census conversation.

## **Timeline**

February/March 2019-February/March 2020

**5. PROJECT OPPORTUNITY:  
CCM GREEN ZONES  
SUSTAINABILITY OFFICE  
COORDINATOR'S DEPARTMENT**

**Project Category**

New Frontier

This project is a New Frontier as the Green Zones Initiative, Sustainability Office, Coordinator's Department, is seeking creative approaches and solutions that are challenging, new or innovative, and tailored to their needs, and are willing to take risks to discover how creativity can change their work.

**Project Department**

Coordinators Department, Sustainability Office, Green Zones Initiative

The idea for developing a Minneapolis Green Zones initiative came from the Minneapolis Climate Action Plan Environmental Justice Working Group. A Green Zone is a place-based policy initiative aimed at improving health and supporting economic development using environmentally conscious efforts in communities that face the cumulative effects of environmental pollution, as well as social, political and economic vulnerability.

**Project Partners**

Southside Green Zone project partners have included Center for Earth, Energy and Democracy (CEED), Nexus Community Partners, Tamales y Bicicletas, Little Earth of United Tribes, Land Stewardship Project (LSP), Hope Community, New City Church, and East Phillips Neighborhood Institute. Some of the partners, such as CEED, Nexus, LSP and Hope Community, were some of the original organizations that initiated Green Zones in Minneapolis. The City has been working on improving long-term relationships with these and newer partners, as well as building connections with Cedar-Riverside. Cedar-Riverside is a neighborhood that we have lacked connection to and have had limited engagement with since the inception of the Green Zone initiative.

**Project Overview**

Southside Green Zone has a work plan and 14 priority action items in the four areas of Equity and Anti-Displacement, Air, Water and Soil Quality, Health Food Access, and Health and Energy in Housing. The Southside Green Zone includes Ventura Village, Phillips West, East Phillips, Midtown Phillips and Cedar Riverside. The Southside Green Zone is at a point of transition from a more top-down, city-led process under a grant, to a more community-led organizing structure with some limited one-time City funds (2018). The goals moving forward are to build momentum for the work, obtain City accountability to the action

items, implement community action items, and increase partnership and awareness in the work.

### **What We Want to Do**

To support the Green Zones initiative in one or more of the following areas:

- Advance racial equity.
- Prevent direct and indirect displacement of current residents.
- Eliminate disproportionate environmental burden in air, soil and water quality.
- Increase “green” sector through support for local businesses (energy efficiency, renewables, etc.) and green job training and placement.
- Improve affordability, availability, quality and efficiency of housing (particularly rental housing).
- Advance climate resiliency.
- Increase access to locally grown and produced foods.

### **How We Will Get There**

Our process involves working in collaboration with City departments, project partners, and community members. Community involvement and impact is focused on communities that experience unequal health, wealth, employment and educational opportunities and outcomes as well as being overburdened by environmental conditions such as traffic and stationary pollution sources, brownfield sites, blight and substandard housing including: low-income communities, Indigenous communities, and communities of color.

### **Artist Project Responsibilities**

*\* Also see Artist **Program** Responsibilities in Section 2.*

CCM will provide one artist/designer or a team of one – two people to work with Sustainability to develop strategies to engage underrepresented and underserved communities in the implementation of one or more project areas listed in the What We Want to Do Section above.

This may include but is not limited to the following ideas:

- Extensive community engagement.
  - Develop and implement an Arts Based Community Development strategy to engage residents to gain input on priorities, share ideas for implementation, build participation, and foster a community driven decision-making structure or environment.
  - Work with community based organizations to develop community led strategies.
  - Build authentic, trusted, and transformative relationships with community members.
- Rapid prototype/pilot action items.
  - Try out new ideas, processes, and actions.

- Implement existing ideas and action items with creative methods.
  - Innovate current actions with different approaches.
- Collaboration with Sustainability and partners.
  - Lead artistic processes to develop ideas, solve problems, and collaborate with City of Minneapolis departments and partners.
  - Build from existing work while developing new aspects of the project.
  - Build authentic, trusted, and transformative relationships with City staff.

**Project Timeline**

February/March 2019-February/March 2020

## 6. CONTRACT AMOUNT AND TERMS

### **Contracts**

CCM projects are designed as work-for-hire, independent contract opportunities with a commitment of 12 months. Artists/designers work with City staff in a collaborative team.

Each team will be supported by the CCM program to produce the results identified by each department. Depending on team success, there is potential for these projects to turn into multi-year work.

### **Compensation**

Selected artists/designers will receive **\$30,000 per team** (total amount for one individual or total amount for one team with no more than two individuals to a team) for work that will occur over the course of 12-months.

### **Project Expenses**

Each artist-department team will be allocated an additional project material budget of up to **\$10,000**. The artist-department team will collaboratively determine the use of their allocated CCM project budget, including project material expenses.

## 7. ELIGIBILITY

### **Eligibility**

To be eligible for a CCM project, you must:

- be available for all events, meetings, and required appointments throughout the contract term.
- have a history of social, interactive, and community-based artistic processes and work.
- live within a reasonable commuting-distance from Minneapolis.
- understand and agree with the requirement to waive your rights according to appropriate sections of the Visual Artists [Rights Act of 1990](#).
- have a strong history of at least two years of collaboration if applying as a team.
- have a track record of implementation of the same or similar project if applying for a CCM categorized Field Tested project.
- not be a member of the Minneapolis Arts Commission, the Commission's Public Arts Advisory Panel or a City of Minneapolis staff person as these positions are ineligible to apply.



## 8. SELECTION CRITERIA

CCM artists come from many disciplines, including but not limited to: visual arts, performing arts, literary arts, media arts, graphic design, process design, interdisciplinary and/or multidisciplinary arts.

A total of three to six artists will be selected for the three CCM projects (pending if selected applicants are one individual per project or a team of two individuals per project). Our criteria for selecting CCM artists is based on the combination of experience as a practicing artist/designer, connections to community, connections to government, and personal capacity.

### **Program Selection Criteria**

- Experience as a Practicing Artist/Designer
  - Demonstrated five years minimum experience as a practicing, working artist/designer.
  - A focus on community engagement, social issues, and developing and implementing processes including but not limited to design thinking, as part of the artist's/designer's creative practice.
  - Experience in advancing and applying artistic/design skills in new ways throughout work.
- Connections to the City or Other Government Experience
  - Strong interest in the intersection of art and city processes, and public administration issues.
  - Ability to work collaboratively with public-sector agencies in a team-based environment including collaborating with City departments to achieve goals.
  - Demonstrated experience at navigating systems, willingness and ability to work within required public processes.
- Connections to the Community and Community Engagement Experience
  - Demonstrated experience or strong interest in working with communities and/or public in creative process.
  - Knowledge of local communities identified in project and skills to advance equity focused work in those communities.
  - Exceptional cultural competency and demonstrated ability to constructively work with traditionally underrepresented and underserved communities.
- Personal Capacity
  - Strong communication, facilitation, interpersonal, and presentation skills.
  - Ability to learn and grow, be flexible and adaptable, and overcome challenges in a collaborative work environment and projects.
  - High level of professionalism, regular availability during project, and ability to meet commitments.

## 9. SELECTION PROCESS

The selection process and timeline is the following:

- October 4                    Application open at  
[www.minneapolismn.gov/coordinator/arts/acce](http://www.minneapolismn.gov/coordinator/arts/acce)
- October 22-24              Information sessions  
All sessions will provide an overview of the CCM program,  
all three CCM projects, and time for Q & A
- If you are planning to attend an information session  
RSVP to [CreativeCityMaking@gmail.com](mailto:CreativeCityMaking@gmail.com)***
- October 22, 5:00-7:00 p.m.**  
Two Rivers Gallery, Minneapolis American Indian Center  
1530 E Franklin Ave, Minneapolis, 55404  
Special Guest from Green Zones Project
- October 23, 5:00-7:00 p.m.,**  
Northside Economic Opportunity Network (NEON)  
1007 W Broadway Ave, Minneapolis, 55411  
Special Guest from 2020 Census Project
- October 24, 4:00-6:00 p.m.**  
Midtown Greenway Coalition Office  
Located inside the door with the big blue awning that has the  
address 2800 10<sup>th</sup> Ave. S.  
GPS Address: 2880 10th Ave S., Minneapolis, 55407  
Special Guest from Midtown Greenway Project
- If you are planning to attend an information session  
RSVP to [CreativeCityMaking@gmail.com](mailto:CreativeCityMaking@gmail.com)***
- October 24                    Deadline for all questions to [CreativeCityMaking@gmail.com](mailto:CreativeCityMaking@gmail.com)
- October 26                    Responses to all questions available at  
[www.minneapolismn.gov/coordinator/arts/acce](http://www.minneapolismn.gov/coordinator/arts/acce)
- November 1  
at noon                      **Deadline to Apply** by submitting all materials to  
[CreativeCityMaking@gmail.com](mailto:CreativeCityMaking@gmail.com)
- November-  
January                      Selection of Finalists and Interviews
- February/March              Onboarding of CCM Artists

## 10. APPLICATION PROCESS

### **Application Format & Submission Materials**

Submit application(s) to [CreativeCityMaking@gmail.com](mailto:CreativeCityMaking@gmail.com) by November 1 at noon.

*You may apply for more than one project, but a separate application must be submitted for each project.*

All application materials (Cover Letter, Resume(s), References and Supplemental Questions) must be submitted as PDF files. Images may be submitted according to the requirements listed below. No hard copy applications or work samples will be accepted.

*You will receive a confirmation of all materials received. Please allow one business day to receive confirmation. Ensure that all application materials receive confirmation.*

Include the following attachments:

- Cover letter
- Resume (s)
- Supplemental questions
- References
- Work Samples
- Work Sample Descriptions

### **Instructions**

**Cover letter:** Include your name, phone number, email address, and any other contact information (e.g. website). Clearly indicate which project you are applying for and why you are a good fit for this project.

**Resume(s):** Include information on background and ability related to the Project Opportunity. NOTE: If submitting an application as a team, please include resumes for both team members.

**Supplemental questions:** Submit a separate PDF with answers to the following questions.

- Describe your experience as a practicing artist, designer or artist/design team. How has a focus on urban and social issues been central to your creative practice?
- Describe your interest in or connection to the City or City departments involved in the project:
  - What is your interest in the intersection of art/design, civic and city issues?

- What experience and willingness do you have in navigating systems to effectively work within required public processes?
- Describe what your approach would be for the project you are applying for as a CCM artist/designer.
- Describe your connections to the community:
  - How are you connected to and familiar with local communities?
  - What experience do you have working in and with communities and the creative process?
  - What is your experience working in and with traditionally underrepresented communities?
  - Describe your approaches and the resources you will bring for doing this work.
- Describe your personal capacities to be a CCM artist/designer:
  - What are your skills and strengths in communication, facilitation, and presentation?
  - As you look at the project opportunity, describe how you might integrate creative activities, ideas, and tools into the projects.
  - Why is this the right time in your career for you to be doing this project?

**References:** Submit full names, titles, addresses, and daytime phone numbers of three (3) professional references from past projects. For teams, please include references that have worked with you as a team.

**Work Samples:** Submit up to 7 high-quality examples of your artistic/design work that relate directly to the project opportunity. Work samples do not need to be most recent work, but should relate to the specific call.

Submit work samples according to the following specifications:

**Up to 7 total** work samples are accepted in the following formats:

- Images - up to 7 images:
  - image format must be JPEG,
  - no larger than 2MB each; resolution must be greater than 72dpi
- Written - up to 5 pages of written work samples may be submitted:
  - written work samples should be no longer than 1 page or 500 words for each work sample.
- Videos - up to 3 ½ minutes total of work samples may be submitted:
  - Individual video samples may be no longer than 30 seconds each and must be submitted using one of the following options:
    - File Sharing: WeTransfer (or other similar systems), DropBox, Google Docs
    - A single document attached to the email with a weblink guiding to Youtube or Vimeo (or similar site)
- Audio: Up to 3 minutes of audio may be submitted

- 10 mb max submitted via file sharing (same as video)
- A single document attachment with a weblink connecting to a source (i.e. Soundcloud, website)

All work samples must be labeled using the following naming convention to be considered: #\_LastName\_FirstName\_Project Opportunity (i.e. 01\_Smith\_John\_Green Zones; 02\_Smith\_John\_Green Zones).

We do not expect submissions in each work sample category. Please do not submit websites, brochures, promotional or marketing documentation. Slideshows or images that compile multiple photos are not allowed.

*Work samples that do not meet this criteria will not be reviewed by the selection panel.*

**Work Sample Descriptions:** Submit a document detailing your work samples. Briefly describe the work sample using the prompts below as they relate to your work. Please attach your work sample list as a PDF document to the submission email with your name/team name clearly listed in the document text.

- Corresponding Work Sample Number (i.e. 01, 02, etc.)
- Project Specifics: what happened? where did it happen?
- Players and Partners: what was your role? partners? community involvement?
- Please describe how this work sample relates to the Project Opportunity to which you are applying.

*Please limit each work sample description to 250 words per sample.*