

## Application for Creative CityMaking Minneapolis

### Instructions

To be completed by Creative CityMaking team members, including artists and/or City staff. Email to [program coordinator] This form will be used as a starting point to develop a contract with the artists.

### Application

Date:

#### A. IDENTIFICATION OF PROJECT

1. Project Title:
2. Lead Department:
3. Dept. Head/Supervisor:
4. Staff contact/lead:
5. Other key staff:
6. Project goals:

#### B. PROJECT PLAN

1. Describe or outline your project work plan.
2. What is the proposed scope of services by the artist(s)?
3. What are the expected role and responsibilities of City staff?
4. List and describe anticipated final outputs for your project.
5. How do you expect the artist to meet the project goals according to the City staff and Department Head?

#### C. PROJECT TIMELINE & BUDGET

1. Project start date:
2. Project completion date:
3. Include a revised timeline of activities that will occur during the project period in line with project outputs.
4. Expected project budget for the 2017 calendar year:
  - a. Recommended artist compensation:
  - b. Materials:
  - c. Requested ACCE funding support:
5. Check the items the department leadership is willing to allocate:

	Yes	No	Maybe
Staff time			
Budget dollars			
Space for artists			
Other (please explain)			

#### D. CREATIVE CITYMAKING RESOURCES

Creative CityMaking resources include supporting City Staff and artists to bring different world views together and deliver results to City departments and the communities engaged through this program. Support comes in the form of funding, training, materials, additional staff, ACCE translation skills and experience. **Highlighted areas dependent on funding support**

1. Check the items you would you would like as you develop your work:

	Yes	No	Maybe
<b>Funding</b>			
Artist Hiring Costs			
Project Material Costs			
Professional development funds			
<b>Recruitment &amp; Management</b>			
Artist recruitment			
Artist contract management			
Project management			
<b>Capacity Building</b>			
City, community forums			
CCM Training – ie- on cross-sector collaboration			
Sustainability & resource consulting			
Artist apprentice			
<b>Technical Assistance</b>			
Meeting/event space			
Production interns			
Artist coaching			
Graphic design			
Meeting facilitation			
Project documentation photography, filming, editing etc.			
Data gathering & analysis			
Other (please explain)			

This application has been developed and approved by (please list name(s) below):

Name \_\_\_\_\_

Position \_\_\_\_\_ Department: \_\_\_\_\_