

FAQS – GROWING CREATIVE CAREERS: WINDSOR & REGION

Cohort 3: Planning Your Projects (PYP)

FAQ SUMMARY

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What is Growing Creative Careers: Windsor & Region?

WorkInCulture's Growing Creative Careers: Windsor & Region, developed and delivered in partnership with [Windsor Essex Small Business & Entrepreneurship Centre](#) and [Arts Council Windsor & Region](#), offers professional development training that will benefit the businesses and careers of artists, creatives, and cultural workers living in the Windsor-Essex area. The training series will be delivered 4 times to four different cohorts over the course of 2021 – 2023.

The series was originally designed to be a blended learning experience with both in-person and online learning activities, but the first two cohorts were delivered virtually due to the COVID-19 pandemic. **We are currently exploring a return to in-person sessions with the delivery of Cohort 3 (September – November 2022).**

Each cohort will have a different topic focus and will be limited to 20 participants per cohort.

What will Cohort 3 focus on?

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This cohort will focus on building creative projects from idea to execution. Participants will work together to develop and workshop their ideas with peers. Artists of all disciplines (musicians, visual artists, authors, playwrights, craft artists, filmmakers, dancers, etc.), community arts workers, arts and culture organizations of any size/discipline (non-profit/for-profit), and non-arts organizations looking to develop and deliver creative projects, programs, and more will benefit from peer-to-peer support, templates and worksheets, resources, and information sessions all about planning and execution.

Special attention will be paid to how to embed collaboration and partnerships throughout your planning.

Who is eligible to apply?

Participants must be based in the [Windsor-Essex County Area](#).

As a participant, you must have a project idea in mind that you can work on and speak to during the workshops.

The program is open to:

- Artists of any discipline/career level (visual art, musicians, performers, authors, craft artists, sculptors, multidisciplinary artists, media artists, filmmakers, etc.)
- Arts & Culture organizations/departments/representatives (non-profit and for-profit)
- Individual Arts Administrators at any career level (currently working with an arts & culture organization or not)
- Arts/Creative Professionals at any career level (consultants, technicians, etc.)

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- Individuals/organizations interested in working with artists and/or arts organizations
- Individuals, businesses and/or organizations looking to work with the creative community on a project and/or develop an arts-based/creative project
- Past Growing Creative Careers: Windsor participants/alumni (e.g., Cohort 1, Cohort 2)

If you're not sure where you might fit within these categories, please reach out to the program manager, Stephanie Draker, to clarify: stephaniedraker@workinculture.ca

I'm not an artist or from an arts organization, can I still apply??

Yes! If you are an individual, business, or organization looking to develop a project in collaboration with an artist or the creative community or looking to develop and implement a creative project idea, you are welcome to apply!

Why do I need to have a project idea already in mind for this cohort?

This cohort is geared towards participants looking to develop or expand a project plan or project idea and bring it to the next phase. You will develop your project using the training and templates provided and will be expected to present on your project idea and your progress with your project, and to provide feedback to others on their projects. Your project plan or idea could be at the beginning stages, or currently in development. **You are not expected to complete your project by the end of the cohort – you will, however, be able to detail the next steps towards implementation, completion, submission, etc.**

What kind of projects are applicable?

Examples include, but are not limited to:

- preparing a grant application or residency application
- starting a creative business
- developing a curatorial proposal
- implementing a large-scale public art project
- working with partners on a travelling performance project
- collaborating with authors on an anthology/publication
- developing and implementing a community engagement assessment
- partnering with an artist, community organization, or business
- starting an ad hoc collective

For example – you're an artist who has just completed a body of work and now you want to figure out how to exhibit, present it, take it on tour, or even sell it. You are exploring who you might collaborate with on this activity, and when you should plan it, etc. That would count as an applicable project idea.

If you are unsure if your project idea is the right fit for this program, please contact Stephanie Draker, Program Manager to discuss: stephaniedraker@workinculture.ca

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What is the training schedule/time commitment?

A copy of the training schedule and proposed session topics can be found on [the program page](#). **Please note, the sessions will not be recorded.**

Cohort participants are expected to attend all training sessions, actively engage in the workshops (both in-person and virtual) through group discussions and activities, and complete exercises and assignments. In addition, in order to qualify for a completion certificate, participants must attend the in-person sessions, not miss attending more than 2 of the virtual training sessions and complete the main assignment/presentation component.

Participants may also be expected to spend an additional 2–3 hours in-between sessions reviewing additional resources and completing other exercises.

Post-training, participants will enter into a 12-month monitoring period during which WorkInCulture staff will reach out periodically with surveys and potentially brief interview requests to measure the impact of the training. Participation in these evaluation activities is optional.

What are the Public Sessions?

Sessions marked 'Public' will be available to both the core cohort 3 participants and external registrants. All other sessions will only be available to the core cohort of participants who apply and are accepted into the intensive.

The two Public Sessions could include fellow colleagues and peers who you may be working with or are interested in working with, and other members of the general public who are interested in learning more about project planning in general and what resources may be available to them – and potentially interested in applying to participate in future cohorts.

How will the training be delivered?

This cohort will be a hybrid delivery format of both virtual and in-person sessions.

In-person sessions will be held in Windsor at the Windsor Essex Small Business and Entrepreneurship Centre. Virtual sessions will be delivered through Zoom. Additional resources will be made available through a shared online folder only accessible to cohort participants. Other training and resources may be offered by the program partners through their own venues or online platforms.

What are the benefits of participating?

Participants will connect with community leaders and learn about resources available to support their goals. Participants are encouraged to connect with and learn from each other's experiences as they navigate this area of their professional development.

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Learning outcomes will be unique to each individual, but are intended to include:

- Creating a detailed Project Plan (Gantt Chart, templates)
- Understanding collaboration, partnerships, and how to structure roles and responsibilities
- Building a network of contacts
- Creating a budget
- Understanding funding sources and grant applications available
- Building an awareness of other creatives and their projects/plans
- Awareness of upcoming professional development opportunities in the Windsor-Essex area
- Consultation with the program facilitator and peers

Participants that complete a minimum of 75% of the training activities and complete their assignments will receive an official completion certificate.

Additionally, participants may be invited to participate in additional program promotional campaigns to capture their experience in the program and promote themselves and their work. These campaigns will be shared with WorkInCulture's 11,000+ social media followers as well as across partner channels.

What does it cost to participate?

There is no fee to apply or participate in the program. However, participants will be required to cover costs associated with attending in-person + virtual sessions and accessing resources provided, including utilizing one's own computer or laptop equipment, access to reliable wi-fi connection, etc.

Is there travel required?

Yes. Travel to attend the in-person workshops is required and those accepted into the program will be expected to attend. Refreshments and lunch will be served at the in-person workshops.

Is there travel stipend available?

Yes. For any participants travelling more than 25 km, **one-way**, in order to attend the two in-person workshops WorkInCulture can provide a stipend of up to \$25.00 per session for mileage and parking. You can make a request at the start of the program if accepted. Availability of stipends are limited.

What kind of learning accommodation can you offer?

WorkInCulture is dedicated to providing an accessible training opportunity where possible. Please contact Stephanie Draker, Program Manager at stephaniedraker@workinculture.ca and we will do our best to meet your needs.

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Closed captioning will be provided during all sessions delivered over Zoom. Online resources available will remain available to participants for a period of 6 months past the cohort delivery time period.

How do I apply?

Complete an online application form by **September 2, 2022**, to be considered for Cohort 3. **CLICK HERE** to access the form.

If you think you need more time to fill out the application, you can also download a copy of the form to prepare your answers in advance before completing the online application. A copy of the application questions can be found **on the program page**.

When will applicants be notified?

Successful applicants will be notified the week of **September 5, 2022**.

What happens if I am selected?

WorkInCulture staff will contact you by email to confirm your participation. You will receive a package comprised of the updated schedule, meeting invites, and any other preparatory materials to review in advance. Additional resources will be accessible through a shared online folder.

What happens if I am not selected?

We would encourage you to apply for future cohorts. We will also endeavor to connect to you other learning opportunities or resources that might be applicable.

Can I apply to participate in more than one cohort?

Yes! Participants are welcome to apply to more than one cohort if they meet the eligibility requirements. Each cohort will have a slightly different focus on programming and activities.

You can find these FAQs and other project documents at:

<https://www.workinculture.ca/windsor>

If you have any additional questions please be in touch with Stephanie Draker, Program Manager at **stephaniedraker@workinculture.ca**