

# GROWING CREATIVE CAREERS: WINDSOR & REGION

## Overview Summary + Proposed Schedule

### COHORT 3 – PLANNING YOUR PROJECTS (PYP)

#### OVERVIEW

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, 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.

This cohort is geared towards participants looking to develop or expand an existing project or project idea and bring it to the next phase. **Examples include:**

- 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 a community organization or business
- starting an ad hoc collective

#### Learning Outcomes:

Participants will:

- Create a detailed Project Plan with resources provided (Gantt Chart, templates)
- Understand collaboration, partnerships, and know how to structure roles and responsibilities
- Build a network of contacts
- Create a Budget
- Understand funding sources and grant applications available
- Build an awareness of other creatives and their projects/plans
- Gain access to resources, and additional learning opportunities from our program partners – Windsor Essex Small Business & Entrepreneurship Centre, Arts Council Windsor and Region, and the City of Windsor Culture and Events Department

Review the schedule for more information about the training content. 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](mailto:stephaniedraker@workinculture.ca)

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[Register here](#) for our info session on August 10<sup>th</sup>. A recording will be shared to the [program webpage](#).

## SCHEDULE

**Note: This cohort will be a hybrid delivery format of both virtual and in-person sessions. Attendance at the in-person sessions is required.**

*Session topics may change or be refined according to participant needs identified through the application process and ongoing evaluation. Certain sessions will feature guest speakers – more details will be provided within the welcome package. The schedule timing may also change and WorkInCulture staff will endeavor to provide ample notice of any changes.*

Date	Time	Delivery Format	Training
September 15, 2022	6pm – 8pm	ONLINE	<b>Introduction Session</b> - Program overview; Intro to online resources - Partner introductions - Participant introductions
September 24, 2022	10am – 5pm	IN-PERSON Venue: WE Small Business & Entrepreneurship Centre	<b>Working Session</b> This in-person session will introduce cohort members to each other and provide an opportunity to talk through initial thoughts and ideas with input from peers, partners and facilitators. Training content will include idea mapping, collaborative problem solving, and funding strategies. <b>Lunch and refreshments will be provided.</b>
September 29, 2022	6pm – 8pm	ONLINE	<b>Project Planning Panel (Public Session)</b> Featuring 3 artists/arts professionals discussing their project planning processes and outcomes. <i>Note: This session is also open to colleagues, peers, and general registration. Please feel free to invite your contacts! A link will be provided.</i>
October 6, 2022	6pm – 8pm	ONLINE	<b>Collaboration and Communication Session</b> Contracts and agreements; Asking for help; Collaborative strategies
October 27*, 2022 <i>(*Note: Updated date)</i>	6pm – 8pm	ONLINE	<b>Financials and Funding/Budgeting Session</b> Budgeting, insurance info, how to set fees, etc.

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November 3, 2022	6pm – 8pm	ONLINE	<b>Funding Creative Projects Panel (Public Session)</b> Featuring guest speakers who can speak to funding levels and local opportunities for funding. <i>Note: This session is also open to colleagues, peers, and general registration. Please feel free to invite your contacts! A link will be provided.</i>
November 12, 2022	12pm – 4:30pm	IN-PERSON Venue: WE Small Business & Entrepreneurship Centre	<b>Working Session</b> Participants will have a chance to workshop and pitch their project plan to the program partners and their peers for feedback. <b>Lunch and refreshments will be provided.</b>
November 24, 2022	6pm – 8pm	ONLINE	<b>Project Plan Check-In Session and Next Steps</b> Based on the previous Working Session, participants will continue refining their project ideas for peer and facilitator feedback, review additional resources

**A note about the session types:** Sessions marked ‘Public’ will be available to both the core cohort 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.

**Other time commitment notes:** 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.

You can find the FAQs and other project information 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](mailto:stephaniedraker@workinculture.ca)