



## CROSBY CREATIVE PROPOSAL GUIDELINES

FOR PROJECTS TAKING PLACE April 3rd - October 31st, 2023

### What is Artists on Main Street?

Artists on Main Street is a creative community development initiative created in 2018 by Rethos: Places Reimagined and Springboard for the Arts. Artists on Main Street supports work at the intersection of arts and culture, downtown revitalization, and historic preservation in downtown districts. This program is currently supported by North Dakota Commerce.

The goal of the **Crosby Creative** project is to boost the community morale through increasing vibrancy, activating greenspace and dirt space, and improving wayfinding in order to help all community members feel a connection to the community. Projects must focus on the areas along Main St., from 5<sup>th</sup> Ave S (Kulaas Park) to 2<sup>nd</sup> Ave N (Courthouse), including the properties along both the west and east side of Main St.

### What do you need to do to get involved?

1. Attend the Creative Placemaking workshop on Wednesday, February 1st, 2023
2. Develop a project idea that includes at least one artist (i.e. builder, musician, painter, writer, gardener, filmmaker, knitter, etc.).
3. Prepare your proposal and budget (project support range is \$500 - \$1000).
4. Submit your proposal to [dividecountyjda@gmail.com](mailto:dividecountyjda@gmail.com) by March 10th.

### If your project is accepted:

1. Sign contract and receive 80% of project support (i.e. \$800 if you're requesting \$1000).
2. Initiate and complete project by October 31, 2023.
3. Help Meadowlark Arts Council, CEDC and DCJDA communicate information about your project while you do it.
4. In any description or credits of the project, always use the following language: *"This activity is part of Artists on Main Street, a partnership between the Meadowlark Arts Council, DCEDC, DCJDA, Rethos, and Springboard for the Arts, with support from North Dakota Commerce."*
5. Submit final report (This will be a simple set of questions asking what you did and an updated list of expenses. The form will be sent with your contract when the project is confirmed).
6. Receive remaining balance of support and celebrate with your friends and partners!

# PROJECT PROPOSAL MATERIALS

Submit your project proposal to KayCee Lindsey at [dividecountyjda@gmail.com](mailto:dividecountyjda@gmail.com). The deadline is March 10, 2023. Forms may be available and submitted in an online format, please inquire to KayCee for more information at [dividecountyjda@gmail.com](mailto:dividecountyjda@gmail.com) or at 701.965.6006.

## ELIGIBILITY CHECKLIST

- At least one project collaborator has attended the Creative Placemaking workshop on February 1, 2023.
- Project involves at least one artist/creative that lives, works or has a strong connection to Divide County.
- Project addresses the goals of Artists on Main Street: *To boost the community morale through increasing vibrancy, activating greenspace and dirt space, and improving wayfinding in order to help all community members feel a connection to the community.*
- Project takes place within the designated Artists on Main Street project area: Main St. area, from 5<sup>th</sup> Ave S (Kulaas Park) to 2<sup>nd</sup> Ave N (Courthouse), involving the properties along both the West and East side of Main St.
- Project must have permission from the property owner. If a project requires city permission, please get in touch with Alexa, 701.965.6029, or county permission: Gayle at 701.965.6351 before proceeding with planning. (Please note, projects may need the approval of the City Council and/or the Divide County Commission, so please make sure to check the dates of their regular scheduled meetings to ensure enough time to meet the grant deadline)
- Project cannot adversely affect historic property, or environmental resources/habitat.
- Project must be accessible to people with disabilities.
- Project is new - it can be based on existing work but is a new effort or collaboration.
- If the project is an event(s), the event(s) must be free.

## Page 1: APPLICANT INFO

1. Lead Artist(s) Contact info
  - a. Name
  - b. Address
  - c. Phone
  - d. Email
  - e. Describe yourself as an artist. This is not about credentials – what is it that you do as an artist? (2-3 sentences)
2. Project name (we encourage something catchy!)
3. Brief (2-3 sentences) Project Summary (how would you describe to someone on the street?)
4. Address/Location(s) of proposed project (describe if necessary)
5. Collaborator(s) Contact info (if applicable)
  - a. Name
  - b. Address
  - c. Phone
  - d. Email

## **Page 2: PROJECT PROPOSAL**

1. Describe the Project. What are you going to do? If it is related to existing work, how is it new or different?
2. How does this Project address the goal to boost the community morale through increasing vibrancy, activating greenspace and dirt space, and improving wayfinding, in order to help all community members feel a connection to the community? What do you hope it will accomplish?
3. Share a brief timeline of the activities required to complete your project.
4. Who do you hope will participate? How will you let people know about your activity or event?
5. Is there anything else you would like us to know?

## **Page 3: BUDGET**

1. How much money are you requesting? (project support range is \$500 - \$1000)
2. Please provide an estimate of how you will spend these funds (examples: artist compensation, supplies/materials, etc)
3. Do you have other income or resources that will support this project (not required)

## **OPTIONAL: IMAGES OR WORK SAMPLES**

1. If there are images or work samples you would like to share that will help us understand your proposal, please upload them here. Examples: work samples, website about your art, news articles, “before” pictures of your project site, etc. Please limit work samples to no more than 4 total.

## **SUBMISSION, DEADLINES AND REVIEW PROCESS**

Submit your proposal materials to [dividecountyjda@gmail.com](mailto:dividecountyjda@gmail.com) by March 10th, 2023.

## **How is my project reviewed?**

- Proposals will be reviewed by stakeholders and community leaders from the Meadowlark Arts Council, Divide County Job Development Authority and the Divide County Economic Development Council.
- You will be notified of your project status within 2 weeks after the proposal deadline.
- First payment will be distributed within 2 weeks after signing a contract