



### ***Healthy Community : Wabasha's Artists on Main Street Initiative***

This workshop is part of a larger initiative called **Artists on Main Street**, a new partnership between Wabasha Main Street Minnesota Main Street and Springboard for the Arts, that explores the intersection of arts and culture, downtown revitalization, and historic preservation. Wabasha Main Street is partnering with Wabasha County SHIP, Blandin Foundation and XXXX on this community-wide arts initiative.

The **Wabasha Main Street Program** is a 501(c)(3) nonprofit organization that supports the community working together toward the revitalization of downtown Wabasha, bringing new economic vitality and civic energy to the historic downtown.

**Minnesota Main Street** is an economic development program of **RETHOS** that uses a historic preservation-based strategy to revitalize downtown districts in Minnesota communities. The program works with communities long-term and provides training and resources, including a Main Street Project Fund, to help community members revitalize their downtown.

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

1. Develop a creative project idea that includes at least one artist (i.e. musician, painter, writer, builder, filmmaker, photographer, textile artist, etc.) and any permissions needed regarding city and private property that tells your story of Wabasha.
2. Attend a Study Hall to get feedback on your project and ask questions via ZOOM if needed.
3. Prepare your proposal and budget (maximum project support is \$1000).
4. Submit your proposal to [wabashamainstreet@gmail.com](mailto:wabashamainstreet@gmail.com) or deliver to 157 Main Street West, Wabasha by May 28, 2021.

#### **If your project is accepted:**

1. Sign contract and receive 80% of project support (i.e. \$800 if you're requesting \$1000). Please note that any project support you receive is taxable income. Applicants who need further information are encouraged to contact a tax preparer.
2. Initiate and complete project. Ideally, projects will be displayed at varying times over the summer/fall of 2021, but all projects must be completed by November 30, 2021.
3. Help Wabasha Main Street communicate information about your project while you do it, provide pictures, video, information
4. In any description or credits of project, always use the following language: *"This activity is part of Artists on Main Street, a partnership between Wabasha Main Street, RETHOS and Springboard for the Arts with support from the Bush Foundation"*
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!

#### **WHAT TO INCLUDE IN YOUR PROJECT PROPOSAL**

Please send the following in pdf or word format to [wabashmainstreet@gmail.com](mailto:wabashmainstreet@gmail.com) by May 28, 2021.

**1. COVER PAGE** (1 page max)

- Project name (something catchy!)**
- Project Summary (keep it short – how would you describe to someone on the street?)**
- Lead Artist(s) info**
  - Name
  - Address
  - Phone
  - Email
  - Describe yourself as an artist. This is not about credentials – what is it that you do as an artist? (3 sentences max.)
- Address/Location(s) of proposed project (describe if necessary)**

**2. IMAGES AND IMAGE LIST** (5 jpgs max)

- Please provide up to 5 images of “before” pictures of the site(s) where the project will happen. Nothing fancy here – cell phone photos are acceptable!  
*Submit images as jpgs, in this format: 01.ProjectName.jpg, and if necessary, describe each image on a separate sheet.*

**3. PROJECT DESCRIPTION** (3 pages max)

- The Story (what are the issues/needs/opportunities being addressed?)
- The Project (what are you going to do? How does it address ideas stated above using art and culture? If it is related to existing work, how is it new or different?)
- The Plan and Timeline (Describe the activities and timeline required to complete your project by November 20, 2021.)
- Outreach/Promotion (Who is your audience? How will you let people know about your activity or event?)
- Additional Info (Is there anything else you would like to tell us about your proposal?)
- Supporting Images/Work Samples (Include if you wish to submit draft designs, mock-ups or other relevant materials that reflect the final product for your Project.)
- Describe past experience with a similar project. Describe your credentials/ability to complete the project as described and in a professional manner.

**4. Budget** (1 page max)

- Use the template on the next page as a guideline for developing your budget.

## BUDGET TEMPLATE

Expense Item	Cost
Time (artist/collaborator compensation)	
Materials (describe)	
Other	
Total	

Income Source	Amount
Artists on Main Street support (up to \$1000)	
Other <i>(not required, but if you have other secured funds, list them here)</i>	

### SUBMISSION, DEADLINES AND REVIEW PROCESS

Submit your proposal materials to [wabashmainstreet@gmail.com](mailto:wabashmainstreet@gmail.com)

Deadline: May 27, 2021.

All projects must be completed by November 30, 2021.

#### How is my project reviewed, and when will I find out if it was funded?

Proposals will be reviewed and you will be notified of your project status within 2 weeks after the proposal deadline. Projects may be given feedback for small adjustments before officially funded.

**HAVE FUN AND GOOD LUCK!**