



The Cambridge Center for Adult Education Community Supported Art

I. Identify Program Parameters, Goals and Budget

- Develop achievable program goals tailored to your community and partners
- Develop a budget to cover all costs associated with managing and promoting program to artists and the public.

II. Identify Community Partners/Stakeholders/Collaborators/Supporters

- Identify potential community partners/stakeholders such as Local First organizations, local business associations, local artists organizations
- Present your idea to the community and potential partners. Encourage participation.
- Be clear about expectations and responsibilities for partners

III. Call to Artists

- Develop and disseminate a call to artists to garner proposals.
- Develop a contract template

IV. Project selection

- Select jury
- Create user-friendly evaluation tool for jurors to look at artist proposals, images and resumes
- Create reasonable deadlines for jury selection
- Announce artist selection in as many communications channels as possible. Advertise share availability

V. Project Support and Applicant Requirements

- Survey artists
- Schedule marketing and business training classes for cohort of selected artists
- Schedule monthly check-ins with artists for progress reports
- Schedule artwork selection, drop off and gallery opening for display of artists' other artwork

VI. Harvest Parties

- Schedule art pick up parties in conjunction with local first and/or local business associations
- Encourage partners to spread the word about the parties to leverage community awareness and generate excitement

VII. Follow up

- Schedule wrap-up meeting with artists
- Survey shareholders on their experience with the program and satisfaction with the art.
- Survey artist one year after program to determine economic impact