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