



NH Creative Communities Network

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NH Creative Communities Network

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New Hampshire's Creative Economy Toolkit

Organization: New Hampshire Creative Communities Network

Presenters: Cindy Heath, Frumie Selchen

TO DO LIST

Organizations/communities will have different approaches to developing their own Creative Economy Toolkits, based on the availability of existing local, regional, and state resources. We are about 1 ½ years into the project at this time.

Convene Stakeholders/Potential Partners (Start date) - Creative Communities Network steering committee, network coordinator

- Determine purpose of Toolkit, stakeholders and target audience(s)
- Form a cross-sector steering committee (e.g., arts councils and arts commissions, Main Street programs, planners, economic/community development professionals, real estate developers, nonprofit community organizations, creative businesses)
- Identify project advisors (for reviewing drafts, editing)

Create a Detailed Project Plan & Specifications (3 months) – Steering committee, network coordinator

- Develop a clear, realistic project description
- Determine tasks and timeline: who will do what and by when
- Create scope of work and hiring procedure for Project Consultant (independent contractor)

Develop Project Budget & Secure Funding - Steering committee, network coordinator

- Explore funding opportunities with state arts agency, National Endowment for the Arts, community foundations, businesses, regional planners, community and economic development agencies
- Write proposals and requests; meet with funders, etc.
- When funding is secured:

Hire Project Consultant

- Develop contract

Get to Work! (approx. 10 months total) -- Project consultant in cooperation with network coordinator, steering committee & advisors

- Research, write and create Toolkit outline for content review
- Meet with planners & other constituencies
- Agree on Toolkit content and draft table of contents
- Determine format: images, text, links, hard copy and/or web version

Present Ongoing Progress Reports

- Plan for regular updates by Project Consultant and input by steering committee
- Revise as needed

Test Run It (approx. 3 months)

- Host in-house premiere of Toolkit for Network participants
- Arrange for presentation(s) by project consultant to one of targeted sectors (planners, arts councils, economic development directors, chamber directors)

Deliver the Goods (approx. 3 months) – Project consultant, network coordinator, steering committee, webmaster

- Get it online on your website or choose a partner to host
- Print copies for display and/or or distribution

Spread the Word (Ongoing) – Creative Communities Network coordinator and members

- Promote the Toolkit via cross-sector presentations (e.g., at conferences, meetings) to stakeholders, partners, members, funders, on the web, in print, and social media

Train Potential Toolkit Users – Project consultant

- Conduct orientation workshops for potential Toolkit users (primarily network participants)

Track Use of Toolkit (Ongoing) – Project consultant, coordinator, network members

- Design feedback form for presenters
- Revise/update Toolkit – keep it alive!
- Track website & social media analytics
- Consider a community survey to assess policy & program implementation

Celebrate!