

## CCX 2015 To Do Checklist

### **Nibble Entrepreneurship Program:**

#### **Empowering Immigrants to Launch Culinary Careers**

Rachel Strutt, Cultural Director, Somerville Arts Council

#### **1. Is This Type of Project a Good Fit? If So, Build Upon Existing Assets**

- Would such a program be a natural extension of your current programming? If so, you'll have more momentum.
- Do you have existing partnerships and resources that you can engage/strengthen to create a similar program?

#### **2. Research**

- Conduct online research, conduct interviews and set up site visits to learn more about similar initiatives
- Ask lots of questions; take notes; learn from other's successes and pitfalls
- Recognize that you could conduct research forever and at some point you just need to launch

#### **3. Develop Overarching Plan: Start Small for Now; Expand Later!**

- Launch a "Pilot Program" (rather than promising this will be a large and successful program that will take over the world!)
- Write a 1-2 page document summarizing the program (Key program goals? How long? Who will it serve? Partners? Participants?)

#### **4. Develop List of Partners and Pinpoint Their Roles**

- Develop a broad coalition: businesses, non-profit groups, governmental departments
- Be clear about what partner involvement will entail; confirm and confirm again. Be persistent; people are well intentioned but busy

#### **5. Space Needs/Finances**

- Line up where you will run this program. Ideally it will have a kitchen and classroom space; can you get space donated?
- Budget can be small & simple to start. The majority of our guest lecturers volunteered; space donated. Biggest expense: staff time
- Students paid small entry fee of \$100 per 8-week program (to

ensure level of commitment); the Arts Council offered financial to many students – 75% of fee

## **6. Curriculum**

- We conducted an entry questionnaire to gauge goals/interests of students; created curriculum around this
- Can you engage local experts to guest lecture?
- If interested, pick up one of our Syllabi

## **7. Outreach**

- Do not underestimate the importance and time it will take to do good outreach for participants
- Work with partners to get word out to immigrant communities; translating materials is key

## **8. Language Issues/Translation**

- Will you need translation services at your classes?
- If possible, translate all handouts you will pass out

## **9. Final Project and/or Other Tangible End Goal of Pilot**

- Enable your students to put their new-found knowledge and cooking skills to the test by having students conduct a final project (teach a cooking class, vend at a festival, hold a pop-up restaurant)
- Require that students obtain ServeSafe certification in order to graduate

## **10. Document**

- Collect press release, syllabus, hand-outs, intro and exit surveys
- Tell students' stories along the way via blog, newsletter, etc.
- This material will arm you with ammunition for future funding to expand program

## **11. Roll with the Punches**

- Build on successful elements and discontinue any elements that are not successful. An organic and resilient approach will likely yield the best results.