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 gage 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.