



ARTISTS ON MAIN STREET PROPOSAL GUIDELINES

For projects taking place OCTOBER 1 - December 31, 2021

What is Artists on Main Street?

Artists on Main Street is an arts and community development program that trains and supports artists, creatives and their collaborators to develop projects that will help make downtown Bowman more active, welcoming and vibrant, and engages residents of all ages in conversation about the community's past and future. Artists on Main Street is a program offered by Springboard for the Arts, Rethos: Places Reimagined, and North Dakota Commerce.

Bowman seeks to add vibrancy in underutilized spaces to reactivate Main Street. Especially when looking at vacant storefronts. We believe that by showing Bowman and the vacant storefronts as a land of endless opportunity through art installations and downtown improvements, we will be able to attract and retain the businesses our community needs to thrive.

What do you need to do to get involved?

1. Attend the Creative Placemaking workshop on Monday, August 30th, 2021.
2. Develop a project idea that includes at least one artist (i.e. builder, musician, painter, writer, gardener, filmmaker, knitter, etc.). If you would like, include one community collaborator (i.e. service club, government, business, nonprofit, school program, etc.).
3. Prepare your proposal and budget between \$250 and \$1,000.
4. Submit your proposal in person at 13 ½ E Divide, by mail to PO Box 1143, Bowman, or by email to brooklyn@bowmand.com by **September 30, 2021**.

If your project is accepted:

1. Sign contract and receive 80% of project support (i.e. \$800 if you're requesting \$1,000)*
2. Initiate and complete your project by December 31, 2021.
3. Help Bowman County Development Corporation promote and communicate information about your project while you do it.
4. In any description or credits of project, always use the following language: *"Artists on Main Street in Bowman is a program in partnership between North Dakota Commerce, Bowman County Development Corporation, Springboard for the Arts, and Rethos: Places Reimagined."*
5. After completing your project, submit a survey recapping what happened (This will be a simple set of questions asking what you did, who participated and what the impact was. The form will be sent with your contract when the project is confirmed).
6. Receive remaining balance of support and celebrate with your friends and partners!

Please note that any project support you receive is considered **taxable income and you will be required to fill out a W9 form. Applicants who need further information are encouraged to contact a tax preparer.*

PROJECT PROPOSAL MATERIALS

Please send the following in a physical or digital (pdf or word) format to Brooklyn at 13 ½ E Divide, PO Box 1143, or brooklyn@bowmann.com. **Proposal deadline: September 30, 2021.**

1. COVER PAGE (1 page max)

- Project name (something catchy!)
- Project Summary (keep it short – how would you describe to someone on the street?)
- Lead Artist(s) Contact info
 - Name
 - Address
 - Phone
 - Email
- Describe yourself as an artist. This is not about credentials – what is it that you do as an artist?
- Community Collaborator(s) Contact info (Optional)
 - Name
 - Address
 - Phone
 - Email
- Describe your organization/program and its interest/goals in the Artists on Main Street program
- Address/Location(s) of proposed project (describe if necessary)

3. PROJECT PROPOSAL (3 pages max)

1. The Story
 - What are the issues/needs/opportunities being addressed as they relate to the goals of Artists on Main Street?
2. The Project
 - What are you going to do? How does it address ideas stated above using art and culture? If it is related to existing work, how is it new or different?
3. The Plan and Timeline
 - Describe the activities and timeline required to complete your project by December 31, 2021.
4. Outreach/Promotion
 - Who is your audience? How will you let people know about your activity or event?
5. Additional Info
 - Is there anything else you would like to tell us about your proposal?
6. Optional Supporting Images/Work Samples
 - Include 2-3 images or photos if you wish to submit sketches of designs, pictures of your project location, mock-ups or other relevant materials that will help us understand your project.

4. Budget (1 page max)

Use the template below as a guideline for developing your budget.

BUDGET TEMPLATE

Expense Item	Cost
Time (artist/collaborator compensation)	
Materials (describe)	
Other	
Total	

Income Source	Amount
Artists on Main Street support (up to \$1000)	
Other <i>(not required, but if you have other secured funds, list here)</i>	

SUBMISSION, DEADLINES, AND REVIEW PROCESS

Submit your proposal materials to Brooklyn in person at 13 ½ E Divide, by mail to PO Box 1143, Bowman, or by email to brooklyn@bowmand.com by **September 30, 2021**.

How is my project reviewed?

Proposals will be reviewed by program facilitators, North Dakota Commerce, Bowman County Development Corporation, City of Bowman leadership, local business community, and artists.

You will be notified of your project status within 2 weeks after the proposal deadline.

HAVE FUN AND GOOD LUCK!