



# Artist Partnership Proposal Package

Revised 2021

The **Casa Artist Partnership Program** (AP) was established to provide art diverse arts learning experiences by combining community inspired ideas with Casa administrative and facility resources. Artist Partnerships are intended to augment the core education program offered at Casa with courses and workshops which have a unique or specialized focus. The AP Program is available to individual artists (local and visiting) and arts organizations from all disciplines. AP proponents are responsible for all aspects of delivering the course or workshop while the AAC provides Casa program delivery space, program promotions and registration services. The AP proponent retains sixty percent (60%) of all collected registration fees and remits forty percent (40%) of all collected registration fees to the Allied Arts Council to cover administrative costs. AP fees are distributed to the AP proponent in two equal payments: one at the beginning of the class and one after the final class is complete.

Individuals and organizations proposing AP courses and workshops are required to provide the following:

1. An completed AP Applicant Information Form
2. CV or resume including the names of a minimum of 2 references.
3. A link to the instructor's web page (if you/they have one).
4. Police Check and Vulnerable Sector Check
5. Intervention Record Check (when working with children and youth)
6. A supply list if students are required to purchase own supplies
7. An initialed (both sides) AP Instructor Guideline form (attached)

The AAC reserves the final right to accept or refuse any or all proposals based on content and proposal fit with the overall Casa education program. The AAC also reserves the right to adjust the cost per participant or the minimum number of participants in order to ensure partial cost recovery on each course. The AAC reserves the right to cancel courses that do not meet the minimum registration.

For more information or assistance with completing your proposal please contact the  
**Education Manager at 403.327.2272; [education@artslethbridge.org](mailto:education@artslethbridge.org)**



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## APPLICANT INFORMATION

Name of Artist (or Primary Contact) \_\_\_\_\_

Name of Group (if applicable) \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

## PROMOTION BIO

Please provide a brief 150 – 200 word bio that may be used for promotional purposes. The AAC may modify for consistency or space constraints.



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## COURSE/WORKSHOP OVERVIEW

<b>Title:</b>			
<b>Discipline:</b>			
Drawing	•	Painting	•
Woodworking	•	Clay	•
Dance/Movement	•	Drama	•
		Printmaking	•
		Glass	•
		Video/Photography	•
		Fibre/Textiles	•
		Sculpture	•
		Other_____	•
<b>Type/Frequency:</b>		Course	•
		Workshop	•
		Number of Weeks ____	Number of hours/class ____
		Number of days	Total number of hours ____
<b>Preferred Time:</b>		Morning	•
		Afternoon	•
		Evening	•

**Course/Workshop Description (100 – 300 word) including:** Description of class/workshop content, need in the community, any specialized equipment or technology that is required to deliver the program.



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<b>Preferred Start Date:</b> (Day/Month/Year)	1 <sup>st</sup> Choice _____	2 <sup>nd</sup> Choice _____
<b>Participants:</b>	Minimum _____ Standard minimum is 6 in Core Classes	Maximum _____
<b>Cost / Participant:</b>	\$ _____	

## BUDGET WORKSHEET

The following budget worksheet is designed to help AP proponents define a per participant cost for their AP Proposal. All costs associated with delivering the course or workshop including the AAC administrative fee should be considered when arriving at the participant cost.

Individual artists purposing Artist Partnerships are responsible for all costs associated with the proposed course including all supplies and any specialized equipment beyond the equipment currently available at Casa. Organizations purposing Artist Partnership programs are responsible for all costs associated with the proposed course including all supplies and any specialized equipment beyond the equipment currently available at Casa, instructor fees, travel, per diem and accommodation costs associated with the Artist Partnership.

The Artist will retain sixty percent (60%) of all collected registration fees and agrees to remit forty percent (40%) of all collected registration fees to the Allied Arts Council to cover administrative costs incurred in regards to the Program.

<b>EXPENSES</b>	
DESIRED INSTRUCTOR FEE	
MATERIAL FEE	
SPECIAL EQUIPMENT	
TRAVEL	
ACCOMMODATION	
PER DIEM	
OTHER	
<b>(A) SUB TOTAL</b>	
<b>TOTAL REQUIRED REVENUE (SUBTOTAL X 100 / 60)</b>	
<b>MINIMUM NUMBER OF PARTICIPANTS</b>	
<b>COST PER PARTICIPANT</b> (Total divided by minimum number of proposed participants)	

<b>COST RECOVERY CALCULATION (office use only)</b>	
Administration Fee (Total Revenue X 40%)	
Total program hours	
Revenue per hour (A divided by B)	

## AP INSTRUCTOR GUIDELINES



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**The Instructor Guidelines were developed to support an atmosphere of creativity, respect and safety for Casa students, instructors, staff and other building users. These guidelines are updated regularly, so please read carefully when submitting your AP Proposal. Please contact the Education Manager with concerns or questions. Guidelines must be initialed on each page of one copy and returned with your AP Proposal. Thank you for your hard work, enthusiasm and commitment to facilitating creativity in the arts.**

## **Commitment of Time:**

AP instructors agree to teach for the full instructional period (dates and times) as indicated in their Letter of Agreement. If unable to instruct a scheduled class the AP instructor must notify the Education Manager (or Casa Reception in the event Education Manager is unavailable) and the Education Manager will schedule a makeup class in consultation with the instructor. AP instructors are required to notify their students of any changes in their program schedule.

## **Instructional Preparation:**

AP instructors are asked to submit list of supplies to the Education Manager if students are required to provide their own materials and supplies. These documents will be provided to students by Casa Reception when they register. Please note: In the case of an instructor using **hazardous materials**, the instructor will ensure safe use of the product according to that product's label.

## **Classroom Management:**

On the first day of a new course, instructors are asked to inform students of the location of the washroom and Casa Reception, the fire alarm protocol, the location of their classroom fire exit, the fire exit staircase and the Muster Point. Please see the floorplan posted at the classroom door for the exit.

In the event Fire Alarm sounds, immediately evacuate all occupants from the classroom via the classroom exit (indicated on the floorplan, posted at the classroom door), taking the stairs, not the elevator, if your classroom is on the second floor. Students are to be asked to leave everything behind in the classroom. Ensure all occupants have vacated the room and please close the classroom door behind you. Take all students to the Muster Point location of the southeast patio (Rotary Square) or southwest corner of the Casa parking lot and remain at that location with the students until the Fire Marshall or Facility Manager informs you and the students that it is safe to re-enter the building.

As a security measure and to reduce noise distraction, the classroom door is to remain closed for the duration of the class time.

Instructors providing Programs for children are responsible for students from the time of drop off at the classroom until the children are picked up by their parents. Instructors should arrive in the classroom a minimum of 15 minutes in advance of their class to greet students.

It is recommended that children under 9 years of age be accompanied to the washroom by an adult. We recommend reminding parents to take his/her child to the washroom before the class start time; or instructors may plan a washroom break part way through the class at which time the instructor walks all children to the washroom.

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Instructors are expected to inform students of the proper care and use of any Casa equipment they may use so that classroom equipment is maintained in good condition for all users. Instructors must ensure the room setup and equipment are returned to the same state and location as when you entered the room. This effort ensures that the next instructor and students are easily able to start their course.

Instructors must also inform students that artwork on display throughout the building is not to be touched.

## **Course and Workshop Behaviour:**

Casa policy requires a safe and respectful environment for instructors and students. AP instructors are expected to discuss any unacceptable behavior with parents of children in their Programs. In the case that an adult is disruptive or harasses the instructor or other students, an instructor may ask the individual to leave. The AP instructor may also contact Casa Reception using the classroom phone to request staff assistance in resolving issues of this nature. If there are concerns related to suspicious persons in the building, Casa Reception is to be contacted immediately. Arrangements will be made for Casa staff to address and resolve concerns.

## **First Aid:**

The Casa Facility Attendant or Manager act as the First Aider. In the event of a first aid incident, call Casa Reception from the phone in the classroom to request assistance. First Aid Kits are located in each studio and classroom.

## **Incident Reports:**

Incident Reports must be filled out by Casa staff if an on-site injury has required the attention of a medical professional, or if there was an incident of harassment or concerns communicated regarding suspicious persons in the building. If need be, staff will consult an instructor in order to complete an Incident Report.

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