**CALL FOR APPLICATIONS TO BE A COMMUNITY HOST FOR A**

**LEARN IT | BUILD IT | MANAGE IT WORKSHOP**

**WHAT IS LEARN IT | BUILD IT | MANAGE IT?**

LEARN IT | BUILD IT | MANAGE IT is the first province-wide workshop series addressing capacity building around developing, maintaining and funding sustainable facilities for nonprofit arts, culture, heritage, faith and community organizations – including theatres, performing arts and community centres, museums, galleries, libraries and places of worship.

LEARN IT | BUILD IT | MANAGE IT will be presented in 10 Ontario communities from October 2014 through March 2016, with five spots available October 2014 through March 2015 and five available October 2015 through March 2016. The in-person workshop will be complemented by an Online Learning Network and the Arts Facilities Mentoring Network.

LEARN IT | BUILD IT | MANAGE IT comprises four standalone modules, each led by a recognized topic expert who will present the knowledge and skills needed to build, manage, finance and gain community support for needed facilities. Participants can attend all, some or just one of the modules, but will be encouraged to attend all four modules to maximize learning.

**For more information on LEARN IT | BUILD IT | MANAGE IT, please see Appendix A.**

**WHO IS ELIGIBLE TO APPLY?**

Municipalities, community foundations, nonprofit arts, culture, heritage, faith and community organizations – including theatres, performing arts and community centres, museums, galleries libraries and places of worship – can apply to be a Community Host.

To increase the impact and benefit, we encourage joint applications from partnerships that include neighbouring communities, municipalities and organizations.

**HOW WILL THE SUCCESFUL APPLICATIONS BE SELECTED?**

Successful applications will be selected based on these four criteria:

* Your Level of Support from your community and partners: to show how you are engaging local participation in the LEARN IT | BUILD IT | MANAGE IT workshop
* Your Value Proposition: describing how and why you believe your community will benefit from being selected as a LEARN IT | BUILD IT | MANAGE IT community
* Your ability to commit to the responsibilities of being a Community Host
* Your geographic location

**WHAT ARE MY RESPONSBILITIES AS A COMMUNITY HOST?**

Community Hosts are responsible for:

* Advising ArtsBuild on the special needs and interests of your community
* Inviting, communicating with and engaging arts and other nonprofit organizations and leaders in your community to attend LEARN IT | BUILD IT | MANAGE IT
* Appointing one person to be the primary ArtsBuild contact
* Providing a list of invitees and their contact information (email address and phone number) to ArtsBuild
* Providing space to accommodate a minimum of 20 people per module with the appropriate AV set up for the two days of the LEARN IT | BUILD IT | MANAGE IT workshop
* Contributing $2,500 to the cost of bringing LEARN IT | BUILD IT | MANAGE IT to your community so that registration fees are affordable

**WHAT IS ARTSBUILD’S ROLE IN BRINGING LEARN IT | BUILD IT | MANAGE IT TO YOUR COMMUNITY?**

ArtsBuild Ontario has invested in the development of the workshop curriculum and preparation of all workshop materials and carries all costs and arrangements related to workshop presentation. ArtsBuild will work with Community Hosts to ensure that the local organization and execution of LEARN IT | BUILD IT | MANAGE IT is effective by by providing the following:

* Design and distribution of workshop invitations
* Logistics and administrative activity associated with the workshop, including registration
* Catering arrangements

***For questions, please contact:***

**LINDSAY MACDONALD, ARTSBUILD DIRECTOR OF PROGRAMS**

[**lindsay@artsbuildontario.ca**](mailto:lindsay@artsbuildontario.ca)

**DEADLINE FOR RECEIPT OF APPLICATION**

**AUGUST 15, 2014**

**Application to be a Community Host for**

**LEARN IT | BUILD IT | MANAGE IT**

MAIN CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMUNITY HOST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMUNITY HOST ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CO-HOST 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CO-HOST 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER CO-HOSTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**indicate your top three dates to host a workshop:**

|  |  |  |
| --- | --- | --- |
| **October 2014** | **February 2015** | **January 2016** |
| **November 2014** | **March 2015** | **February 2016** |
| **January 2015** | **October 2015** | **March 2016** |
|  | **November 2015** |  |

**on a separate page, please tell us:**

1. **Your Value Proposition**

In 750 words or less, please describe how and why your community will benefit from a LEARN IT | BUILD IT | MANAGE IT workshop.

1. **Your Level of Community Support**

Please describe who will be your Co-Community Hosts or partner organizations and their reasons for involvement.

1. **Your Commitment to the responsibilities of being a Community Host**

Please identify how you will commit to the hosting responsibilities described on page 2.

**BY CHECKING THE BOXES BELOW, I AGREE TO THE FOLLOWING:**

* Identifying one main contact person who will be responsible for the following:
* Disseminating LEARN IT | BUILD IT | MANAGE IT information to relevant parties
* Providing ArtsBuild with a draft invitee list that includes necessary contact information for ALL invitees
* Providing ArtsBuild with logo and recognition standards for all co-hosts and partners
* Assisting as needed in on-site logistics, including venue and AV
* Providing a venue for the two days of LEARN IT | BUILD IT | MANAGE IT with needed AV / technical equipment
* Contributing $2,500 towards the cost of LEARN IT | BUILD IT | MANAGE IT
* Ensuring a minimum of 20 attendees per module

**LIST OF HOSTS WITH SIGNATURES**

COMMUNITY HOST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAIN CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CO-HOST / PARTNER 1 (IF APPLICABLE): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CO-HOST / PARTNER 2 (IF APPLICABLE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION CHECKLIST**

**Please ensure the following are included before submitting the application:**

* **Completed application with signatures**
* **Your Level of Community Support**
* **Your Value Proposition**
* **Hosting Commitments**

**Please email the completed and signed application to:**

**Gina Duque, Program Coordinator**

[**gina@artsbuildontario.ca**](mailto:gina@artsbuildontario.ca)

**DEADLINE FOR RECEIPT OF APPLICATION**

**AUGUST 15, 2014**

**LEARN IT | BUILD IT | MANAGE IT – a two-day workshop to strengthen the management and financial capacity of nonprofits around facilities**

LEARN IT | BUILD IT | MANAGE IT is the first province-wide workshop series addressing capacity building around developing, maintaining and funding sustainable facilities for nonprofit arts, culture, heritage, faith and community organizations – including theatres, performing arts and community centres, museums, galleries, libraries and places of worship.

With the support of the Government of Ontario, LEARN IT | BUILD IT | MANAGE IT will be presented in 10 Ontario communities from October 2014 through March 2016. The in-person LEARN IT | BUILD IT | MANAGE IT workshop will be complemented by an Online Learning Network and the Arts Facilities Mentoring Network.

LEARN IT | BUILD IT | MANAGE IT comprises four standalone modules, each led by a recognized topic expert who will present the knowledge and skills needed to build, manage, finance and gain community support for needed facilities. Participants can attend all, some or just one of the modules, but will be encouraged to attend all four LEARN IT | BUILD IT | MANAGE IT modules to maximize learning.

ArtsBuild created LEARN IT | BUILD IT | MANAGE IT to help accelerate professional development on the complex and often overwhelming issues associated with creating, renewing and sustaining facilities. We are involving many segments of the community because shared use of built spaces is increasingly important. Though we have differing backgrounds, we all have similar learning needs and have much to gain from extended discussion and cross-sectoral exchange around facilities.

ArtsBuild Ontario is excited to present LEARN IT | BUILD IT | MANAGE IT. The need for these workshops was expressed loud and clear at the community consultations we held across Ontario in 2013. We envision LEARN IT | BUILD IT | MANAGE IT as a way to bring needed learning directly to communities and an opportunity to facilitate exploration of shared use of spaces.

**LEARN IT | BUILD IT | MANAGE IT Topics and Presenters**

**BUILDING NEW FACILITIES – The Dalton Company**

A contracting and project management firm, The Dalton Company has been involved with significant projects for nonprofits, including Toronto’s Wychwood Barns. Using ArtsBuild’s online guide to capital projects PLAN IT | BUILD IT, The Dalton Company will discuss the planning and decision-making needed to deliver projects on budget and in time.

**ALTERNATIVE FINANCING OPTIONS FOR ARTS FACILITIES – Community Forward Fund**

Community Forward Fund is a nonprofit loan fund serving nonprofits and charities. CFF will present financial review and assessment tools to help participants understand alternatives for financing projects.

**MANAGING / MAINTAINING SUSTAINABLE FACILITIES – Pinchin Environmental Engineering**

A province-wide firm, Pinchin Environmental identifies and implements systemic initiatives to solve building science challenges and improve building performance. Pinchin staff will discuss critical issues and affordable strategies for maintaining facilities in an energy efficient and cost-effective manner.

**ENGAGING YOUR COMMUNITY IN YOUR ARTS FACILITIES – CoBALT CONNECTS**

A nonprofit organization that is the connecting element for creative communities, CoBALT CONNECTS helps organizations interact successfully with their municipalities. CoBALT CONNECTS will present ways to engage your community before, during and after your facilities projects so that community support and involvement is built in from the ground up.

**An Online Learning Network Will Extend LEARN IT | BUILD IT | MANAGE IT**

An Online Learning Network will extend the workshop learning. Presenters will each participate in at least two online Q&A sessions that will be open to all participants. Attendees will also be registered with Bricks&Mortar, ArtsBuild’s online database of facilities, so that they can be resources to each other.

**Arts Facilities Mentoring Network Offered Again in 2014**

ArtsBuild is partnering with WorkInCulture to jointly offer the next iteration of their very successful 2013 Arts Facilities Mentoring Network. Arts sector participants who want to benefit from a year-long mentorship will be matched with a topic expect who will assist on a self-identified learning topic.

**A Video Record Will Increase LEARN IT | BUILD IT | MANAGE IT Impact**

We will make a permanent video record of LEARN IT | BUILD IT | MANAGE IT and create several short videos from each module, highlighting the most important aspects of the module. These videos will be circulated to participants and also made available on ArtsBuild’s website and Resource Library.

**Registration Goals and Cost**

Attendance goals are a minimum of 20 participants per module. Staff and Board members from interested nonprofit organizations will be invited to attend. Full two-day registration for all four modules of LEARN IT | BUILD IT | MANAGE IT is $130 per person and includes breaks, a catered lunch each day and supplemental materials during / following the sessions. For those attending only specific modules, registration is $40 per module.

All attendees will be encouraged to sign up for the Online Learning Network. Small bursaries are available, and we hope to support some travel costs, particularly in remote areas of the province.

**Community Hosts play a key role in engaging attendance and participation by:**

* Inviting, communicating with and engaging arts and other nonprofit organizations and leaders to attend LEARN IT | BUILD IT | MANAGE IT
* Advising ArtsBuild on the special needs and interests of your community
* Providing space to accommodate a minimum of 20 people per module with the appropriate AV set up for the two days of the LEARN IT | BUILD IT | MANAGE IT workshop
* Ensuring there is a local investment in the success of the workshop and that the registration rate is affordable for nonprofit participants by helping with the total local contribution of $2,500 to the cost of LEARN IT | BUILD IT | MANAGE IT

**Benefits of being a Community Host**

* The opportunity to open LEARN IT | BUILD IT | MANAGE IT and speak about your involvement in supporting needed learning
* Recognition as a Community Host on all print and electronic communications about LEARN IT | BUILD IT | MANAGE IT including news releases, marketing materials, invitations, and handouts
* Two full admissions for your staff free of charge