

GROWING CREATIVE CAREERS: WINDSOR & REGION

Cohort 2 Application Questions

If you think you may need more time to prepare your answers for this application, you can use this document as a guide before submitting answers through the [online application form](#) by **January 20, 2022**.

PROGRAM OVERVIEW

WorkInCulture's Growing Creative Careers: Windsor & Region, developed and delivered in partnership with [WindsorEssex Small Business & Entrepreneurship Centre](#) and [Arts Council Windsor & Region](#), offers professional development training that will benefit the businesses and careers of artists, creatives, and cultural workers living in the Windsor-Essex area. The program will be delivered 4 times to four different cohorts over the course of 2021 - 2023.

Each cohort will have a slightly different focus on topics and activities. Cohort 2 is aimed at multiple audiences with the same goal in mind – supporting, growing and sustaining healthy boards of directors in our local arts & culture organizations.

Arts & culture organization staff, existing and aspiring board members of arts & culture organizations, and those interested in forming an art & culture organization that will be board-governed are invited to apply to this program. Applicants must also be based in the Windsor-Essex area.

For more details about the program, including the FAQs, training delivery schedule/time commitment, and participant expectations please [click here](#).

If you have any additional questions please be in touch with Stephanie Draker, Program Manager at stephaniedraker@workinculture.ca

Note: Any question with an Asterix (*) is mandatory to answer.

APPLICATION FORM – INTRODUCTION

*1 Please provide the following information:

Full Name:

Profession or Title/Position:

Organization name (if not applicable, enter n/a):

Which Windsor-Essex community do you live in? (i.e. Windsor, Chatham, Kingsville, etc.)

Email address:

Website (if not applicable, enter n/a):

Discipline(s) or art sector area of interest (e.g. visual arts, heritage, music, etc.):

*2 Please identify your current role:

Note: Arts & culture organization is defined as: a museum, gallery, arts service, performance group, collaborative group, curatorial collective, studio collective, publisher, film collective, arts education group/facility at any size with or without public grant support. (Please select one)

- Arts & culture organization – Leadership

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- Arts & culture organization – Employee
- Arts & culture organization - Board Member
- Arts & culture organization – Volunteer
- Arts & culture organization – Member
- Interested in forming a board-run arts & culture organization
- Interested in becoming a Board Member of an arts & culture organization

A NOTE FOR QUESTION 2:

Only answer the questions relevant to the role you select above!

- If you are responding as 'Arts & culture organization leadership, employee, board member, volunteer, or member', please proceed to and answer the questions in the section titled: 'Arts & Organization Respondents Continued,' and then proceed to and answer the 'Final Questions.'
- If you are responding as 'Interested in forming a board-run arts & culture organization,' please proceed to and answer the questions in the section titled: 'Interested in forming a board-run arts & culture organization Respondents Continued,' and then proceed to and answer the 'Final Questions.'
- If you are responding as 'Interested in becoming a Board Member of an arts & culture organization, please proceed to and answer the questions in the section titled: 'Individuals + Other Respondents Continued,' and then proceed to and answer the 'Final Questions.'

In the online application form, you will be directed to the appropriate section automatically based on your selection in question 2.

Arts & Culture Organizations Respondents Continued:

Please answer the following questions to the best of your knowledge. If you are unsure please clarify in the 'Other' comment fields.

*** What kind of arts & culture organization do you work/volunteer with or are a member of?**

- Registered Charity
- Incorporated Non-Profit
- Other (please specify):

*** Have you received board/governance training and/or support opportunities? (Select all that apply)**

- Yes, annual training
- Yes, infrequent training (only as needed)
- Yes, ongoing support from a governance consultant
- Yes, infrequent support from a governance consultant (as needed)
- No/None of the above
- Other (please specify):

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***What are the current challenges, with regards to your board, facing your organization? (Select all that apply)**

- Accessibility (online and in-person)
- Internal policy development
- Fundraising roles
- Board legacy Board/Staff relations
- Establishing equitable and inclusive policies
- Recruiting board members
- Onboarding
- Board of Directors training/education
- Succession planning
- Other (please specify)

***How long has your arts & culture organization been running?**

- In the first year
- 2-4 years
- 4-10 years
- 10+ years

***What type of board does your arts & culture organization have? (More than one answer possible)**

- Advisory: Board provides non-binding strategic advice to management, can have flexible structures compared to a governing board.
- Governing: Board works with a paid Executive Director and staff who are responsible for operations. Governing boards determine policies and engage in committee work, financial management and planning.
- Working/Operational: Board members take active roles in the organization's operations alongside or in place of paid staff in addition to the responsibilities of a governing board.
- Other comments? (please specify)

***How does your arts & culture organization sustain itself financially? (select all that apply)**

- Grants
- Earned income (products, performances, services)
- Fundraising campaigns/Events
- Membership income
- Other (please specify)

***Does your organization currently have a business or strategic plan?**

- Yes
- No
- Currently in development

***Does your organization currently have defined policies related to diversity, equity and inclusion?**

- Yes
- No

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- Currently in development

Is there anything you'd like us to know about you or your organization?

If there are other members of your staff/board you would like to involve in the training sessions, please include their name(s), title(s), and email(s) below:

Organizations wanting to participate in this training are encouraged to have more than one representative. Exercises will involve organizations meeting on their own to complete work and bring it back to the training group for discussion and collaboration. Management, staff, board executive and board members at large are encouraged to participate in sessions.

Interested in forming a board-run arts & culture organization Respondents Continued

Please answer the following questions to the best of your knowledge. If you are unsure please clarify in the 'Other' comment fields.

***What kind of arts & culture organization do you want to form?**

- Registered Charity
- Incorporated Non-profit
- Unsure
- Other comments or if you selected 'Unsure', please clarify:

***Have you received board/governance training and/or support opportunities? (Select all that apply)**

- Yes, annual training
- Yes, infrequent training (only as needed)
- Yes, ongoing support from a governance consultant
- Yes, infrequent support from a governance consultant (as needed)
- No/None of the above
- Other (please specify):

***What board topics are you interested in learning? (Select all that apply)**

- Accessibility (online and in-person)
- Internal policy development
- Fundraising roles
- Board legacy Board/Staff relations
- Establishing equitable and inclusive policies
- Recruiting board members
- Onboarding
- Board of Directors training/education
- Succession planning
- Other (please specify)

***When do you hope to launch this new arts & culture organization?**

- in 6-12 months

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- in 12+ months
- Unsure/no set date
- Currently in the planning stages
- Other comments? (please specify)

***If you are working towards establishing an arts & culture organization with a board, please indicate which type of board you would like to establish. (More than one answer possible)**

- Advisory: Board provides non-binding strategic advice to management, can have flexible structures compared to a governing board.
- Governing: Board works with a paid Executive Director and staff who are responsible for operations. Governing boards determine policies and engage in committee work, financial management and planning.
- Working/Operational: Board members take active roles in the organization's operations alongside or in place of paid staff in addition to the responsibilities of a governing board.
- Other comments? (please specify)

***How will your arts & culture organization sustain itself financially? (select all that apply)**

- Grants
- Earned income (products, performances, services)
- Fundraising campaigns
- Membership income
- Unsure/still in the planning stages
- Other comments (please specify)

***Have you created a business or strategic plan for your new arts & culture organization?**

- Yes
- No
- Currently in development

Is there anything you'd like us to know about you or your new arts & culture organization?

If there are other members of your team you would like to involve in the training sessions, please include their name(s), title(s) (if applicable), and email(s) below:

Organizations wanting to participate in this training are encouraged to have more than one representative. Exercises will involve organizations meeting on their own to complete work and bring it back to the training group for discussion and collaboration. Team members are encouraged to participate in sessions.

Individuals + Other Respondents Continued

*** What do you most want to learn about when it comes to arts & culture organization boards?**

- Board Roles and Responsibilities
- Finances, Grants and Fundraising

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- Contracts and Human resources
- Policies
- Planning
- Other (please specify)

***Please tell us why you're interested in joining a board of an arts & culture organization? (max. 150 words)**

***Is there a type of arts & culture organization or specific organization you want to work with, and why? (Max. 150 words)**

For example:

Types: Dance, History, Museum/Cultural Organization, Visual Arts, Music, Film, Performing Arts, Arts Education, etc.

Organization examples: Art Gallery of Windsor, Arts Council Windsor & Region, etc.

Is there anything else you'd like us to know about you or your interest in joining the board of an arts & culture organization?

FINAL QUESTIONS

(NOTE: ALL RESPONDENTS TO ANSWER)

If you require any learning or accessibility accommodation please feel free to provide details here and/or be in touch with Stephanie Draker, Program Manager to discuss (stephaniedraker@workinculture.ca). WorkInCulture will endeavor to support participants requiring accommodation in any way we can. Please note that closed captioning will be provided for all Zoom sessions.

***I have read the Project Overview, Training Schedule and FAQs made available through the WorkInCulture website**

Please check here to confirm.

***Media Release: Please note, screenshots may be taken during training sessions to share as part of program promotion by WorkInCulture and the program partners. Additionally, WorkInCulture marketing staff may wish to share details about and feature program participants. You can change your preference any time during the program.**

- Yes, I would like to be mentioned as a program participant.

- No, I would prefer NOT to be mentioned as part of this program.

If you answered 'Yes' to the question above, please provide any social media handles or URLs you would like shared as part of our promotional campaigns. (Optional)

***Throughout the delivery of this program and a 12-month period of time following the program, participants may be asked to complete feedback surveys and check-in conversations/interviews**

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about their experiences in order to evaluate the overall effectiveness of the program. Participation in these surveys and interviews is optional.

- Got it!

***Please note, that your application information will be shared with the project partners for review and selection purposes.** The project partners may also reach out to you by email with additional relevant training opportunities and resources - you may unsubscribe at any time.

- Understood!

***How did you find out about this program?**

Please make sure to submit your answers through the [online application form](#) by or before the deadline – **January 20, 2022.**