

**chicago park district**

**ARTS PARTNERS IN RESIDENCE**  
**Guidelines and Application for**  
**Artists/Arts Organizations**

Administered by the Culture, Arts & Nature Department of Community Recreation





## **WHAT IS ARTS PARTNERS IN RESIDENCE?**

As a program of the Chicago Park District, Arts Partners in Residence provides space at no cost to artists and arts organizations (the “Arts Partner”) in exchange for the Arts Partner providing weekly programming to the public. This program develops long-term partnerships between parks and professional artists and arts organizations. It is an opportunity to bring professional, cultural arts programming to the park community. Arts Partners in Residence is designed to expand participating parks’ cultural programming, and is not intended to replace or compete with existing park programs.

The primary goals of the Arts Partners in Residence Program are:

- To create participatory arts and cultural activities for Chicago's neighborhood parks
- To promote value-added programming and collaborative opportunities in communities underserved by arts organizations and cultural institutions
- To serve local neighborhoods' cultural desires
- To develop long-term collaborations between neighborhood parks and professional artists and arts organizations
- To build community through artists and park patrons working together
- To aid the development of arts organizations by providing use of under-utilized park space for the creation of art

The Chicago Park District has facilities in every neighborhood in the city. Many of these fieldhouses and administrative buildings have theaters, studios, rehearsal rooms, offices, and gallery, work and storage space that can be available to Arts Partners in Residence.

The Arts Partners in Residence Program is open to all Chicago non-profit organizations with a history of presenting quality arts activities and events, and a commitment to community programming. All art forms are welcome, including dance, theater, music, visual arts, media arts and literary arts.

## **THE EXCHANGE**

The Park District provides local artists and their organizations the use of office, classroom, rehearsal, performance, studio, storage, and/or gallery space in parks in exchange for the Arts Partner providing on-going, weekly programming for park patrons. This program runs concurrently with the Park District’s yearly programming schedule.

## **HOW THE COLLABORATION WORKS**

While other arrangements are open for discussion, residencies usually take one of two basic forms:

**FULL RESIDENCY:** The Arts Partner receives dedicated Park District space, within a park facility for its exclusive use, upon approval of the Park Supervisor, Arts Partners in Residence program staff and the General Superintendent. In exchange, the Arts Partner provides a minimum of six hours per week of public programming during the Park District's 40-week yearly programming schedule. Use of additional spaces in the park for classes, rehearsals, performances, exhibitions or storage must be arranged with the Park Supervisor. Hot and cold water, heat, electricity and janitorial services are provided by the Park District. Any additions to these services are the responsibility of the Arts Partner and require Park District consent. The Arts Partner is responsible for providing his/her own telephone, office equipment, furnishings and supplies, property insurance protecting their personal property against loss or damage and liability insurance to cover any unfortunate accident or injury.

**SEMI-RESIDENCY:** The Arts Partner utilizes Park District space year-round, but does not have dedicated space within the park. The Arts Partner and the Park Supervisor work out a clear weekly schedule for use of the space, but the Arts Partner will not have exclusive use of the space, i.e. it will be used for other Park needs when the Arts Partner is not there. In exchange, the Arts Partner is required to provide a minimum of 4 hours per week of public programming during the Park District's 40-week yearly programming schedule.

Both Full Residency and Semi-Residency Agreements are contingent upon the Arts Partner complying with criminal background checks, and insurance and legal requirements of the Chicago Park District.

(NOTE: Arts Partners who use a significant percentage of a given park facility's available space or who have been long-term residents in communities will be expected to provide more than the minimum number of hours of public programming. In certain cases, services provided to the Chicago Park District may be substituted for some hours of weekly public programming.)

The details of the exchange will be worked out at the local Park level with the Park Supervisor in consultation with Arts Partners in Residence program staff and the Park's Area Manager. These very specific exchange parameters (space for programming, space for services provided, space for community events, etc.) will be negotiated prior to the Residency beginning, and will appear as an addendum to the contract. The initial contract lasts for one year. After the first year, terms are renegotiated and if all parties are on board to extend their collaboration; the contract duration extends to three years.

### **HOW TO APPLY**

To apply, return the **Arts Partner Application Form**, which is found at the end of this guide. Applications are accepted year-round, reviewed on a rolling basis and processed from September- April. When your application is received, you will be called and told how long the application process will take. Once your application has been reviewed, you will be called for an interview with the Culture, Arts & Nature (CAN) staff. Subsequent interviews will also involve the local Park District staff.

### **CRITERIA FOR ACCEPTANCE AS AN ARTS PARTNER IN RESIDENCE**

Each application will be reviewed. All applicants must be interviewed before they can be accepted into the program. Acceptance criteria includes:

- A commitment to and history of quality arts programming which is reflected in the quality of the art work, the dedication of the artists, the reports of their professional references, their reviews, etc.
- A commitment to, and history of community arts programming reflected in the company mission statement, the community references, the teaching history, credentials and qualifications to teach, students' reports on the quality of the teaching, grants received, etc.
- A desire to work in collaboration with the Park District and communities
- Organizational strength and financial stability
- Ability to present a programming plan that meets the requirements of the Arts Partners in Residence program and the partnering Park
- Ability of host park to accommodate the space/equipment needs of the applying Arts Partner
- Approval of the host park supervisor

## **PROGRAMMING GOALS**

The basic arrangement between the Park District and Arts Partners is a sharing of space for programming. A principal goal of the program is to create participatory arts and cultural activities for a wide variety of Park District patrons, including young children, youth, teens, adults, seniors, families, and people with disabilities. Programming consists of a minimum of 4 hours a week (for semi-residencies) or a minimum of 6 hours a week (for full-residencies) of activities for Park District patrons each week during the Park District's 40-week yearly programming schedule. Programs are to be developed through discussion and consent with the Park Supervisor, who will be responsible for providing an annual evaluation or review of the program and its impact on the park.

In addition to ongoing programming, open rehearsals, free performances, and other special events are encouraged to help build community awareness of the collaboration.

Arts Partners in Residence is a long-term, collaborative relationship. The program is not intended for artists or arts organizations that want to do a one-time class or project. Arts Partners in Residence contracts are for three years, and you must be willing to commit your time and talent to the park community over an extended period of time.

Once accepted into the program, Arts Partners are expected to function independently within their host park; that is, they are supposed to remain as an independent arts organization. Arts Partners are also expected to develop their own working relationship with the staff of the host park.

## **PROGRAM PARTICIPANT RECRUITMENT**

Scheduling, marketing, and attracting participants is a joint responsibility of the collaboration, and Arts Partners will need to work with the Park Supervisor on the best ways to introduce yourself and your work to the community and to build interest in your programs. The Park District will include the Arts Partner's classes and public programs in published class schedules and will work to develop ways to recruit participants. A commitment by the Arts Partner to participate in advance program planning with Park staff is essential.

## **COLLABORATING WITH PARKS**

The CAN staff has a list of parks interested in participating in this program. Potential partners are encouraged to visit more than one park and look carefully at the spaces available. You are not limited to the parks that will be on this list, but these parks have indicated a desire to create an Arts Partners in Residence relationship. Although the CAN staff can provide information about prospective parks, the final decision about partnering is left to the Park Supervisor.

Arts Partners are not permitted to make permanent changes to Park District space, so be sure to carefully review things like electrical outlets, ventilation, flooring, and room sizes. A list of questions to consider and things to look for when visiting a park is included in this guide.

## **DEVELOPING THE COLLABORATION**

Careful planning is essential in developing a successful program that meets the Arts Partner's, the Park District's, and park community needs. CAN staff will work with potential partners and host park staff to help determine the best type of collaboration and develop a **Program Plan** that will get the collaboration working.

## **PROGRAM PLAN**

The Park Supervisor and the Arts Partner will jointly create a program to meet the needs of the park community. The Program Plan shall answer the following questions:

- How are the needs of the park community addressed to ensure the longevity of this programming collaboration?
- What are the Seasonal Programming goals? What are the Annual Programming goals?
- What is the planned schedule of events and classes?
- What is the overview of the planned curriculum and who are the intended participants?
- What is the strategy for participant recruitment and retention?
- How will Park District facilities be utilized by this collaboration?
- What is the 3-5 year vision of the collaboration and the cultural arts programming?

The final Program Plan will appear as an addendum to the three-year contract. The Program Plan will also serve as the basis for evaluating the success of the collaboration.

## **RESIDENCY START UP**

Once the Arts Partner has developed a Program Plan, a written contract is generated. Chicago Park District's Risk Management Department will determine the type of insurance coverage the Arts Partner should carry. The Arts Partner will also need to comply with all security background checks that are necessary for anyone providing service to the Chicago Park District. All requirements must be completed before the collaboration can commence. Failure to comply with initial screening and annual re-screening, as well as being proactive about updating the Arts Partners in Residence Program about new staffing and screening needs will result in the termination of the collaboration and the contract. Residency may begin only after a Chicago Park District contract has been executed, signed by all parties and received in the Department of Culture, Arts & Nature.

## **COLLABORATION REVIEW AND EVALUATION**

Arts Partners are reviewed on an on-going basis. A written, annual evaluation facilitated by the Arts Partners in Residence program staff with both the Arts Partner and the Park Supervisor provides critical feedback regarding the partnership. The evaluation will assess whether the collaboration is meeting the expectations raised in the Program Plan. An important element of the review will be to assess the ability of both the Arts Partner and the Park Supervisor to develop an ongoing collaboration. There will also be frequent consultations between CAN staff, the Park Supervisor, the Area Manager, and the Arts Partner to make sure that the collaboration is working well. Collaborations that do not receive a positive annual evaluation will not be allowed to continue.

## **COMMERCIAL ACTIVITIES AND THE CHARGING OF FEES**

Because Arts Partners use public space for free, it is the Park District's hope that, in addition to providing the minimum number of hours of weekly programming, Arts Partners will invite the public into their spaces for additional classes, workshops, performances, discussions, etc. In keeping with the spirit of the Arts Partners program, these activities, to every extent possible, should be free in order to encourage greater public participation. If the Arts Partner must charge at all (e.g. to cover the costs of instruction or supplies), the Park District expects that the charges will be minimal. In any event, it is Park District policy that the Arts Partner shall not charge any fees to park patrons or engage in any unauthorized commercial activities without the approval of the Park Supervisor, and the Park Supervisor may need to negotiate with the Arts Partner the receipt of a percentage of the revenue for the benefit of the Park.

**CULTURE, ARTS & NATURE STAFF ROLE**

The Arts Partners in Residence program is administered through the Culture, Arts & Nature Department in the Chicago Park District's Administration Office. CAN staff guide parks and Arts Partners through the development of the collaboration and offer assistance with program development, evaluation, insurance and legal requirements.

**FOR QUESTIONS OR MORE INFORMATION**

For more information or to have questions answered, please contact Carla Mayer at 312/742-5017 or [carla.mayer@chicagoparkdistrict.com](mailto:carla.mayer@chicagoparkdistrict.com).

In addition, some of the Arts Partners who are currently Arts Partners may be available to answer questions. Ask the CAN staff for these referrals.

## **MOST COMMONLY ASKED QUESTIONS BY ARTS ORGANIZATIONS**

**1) Are we limited to programming in only one park?**

No, being an Arts Partner in Residence in one park does not restrict you from programming in another park, provided you fulfill your obligations to the primary park. However, this must be approved by the Area and Region Managers.

**2) Will we have to provide our own insurance. How do we go about securing the right policy?**

Yes. It will be necessary to obtain and maintain the coverage specified in the Insurance Requirements.

**3) Who's responsible for recruiting participants?**

Both the Arts Partner and the park are responsible for recruiting participants.

**4) How long is the contract for?**

Arts Partners in Residence is a long-term commitment. Initial contract is one year. Pending positive evaluation after the first year, the subsequent contracts last three years.

**5) Can we remodel our space to suit our needs?**

Not without the prior written consent of the Region Manager, in consultation with the Environment, Culture and Special Events Department.

**6) How is the contract cancelled if things don't work out?**

The General Superintendent has the authority to terminate the contract. However, this is done only as a last resort after proper assessment has determined that termination of the contract is absolutely necessary. If an Arts Partner is unable to fulfill the contract due to unforeseen changes in their structure they are able to terminate the contract with appropriate written notice.

**7) How do we deal with low attendance in the park? What do we do for more publicity?**

Talk with your Park Supervisor. Utilize the Region Marketing Communications Manager and the Area Manager for assistance in marketing and press coverage. The Arts Partners in Residence program staff may be able to offer strategic suggestions.

**8) Can we put up a sign in the park that will let people know we are here?**

The Arts Partners in Residence staff will provide a sign or banner for you as soon as possible.

**9) How do we deal with scheduling cooperatively with after school programs?**

After-school programming in parks is coordinated and facilitated on the local park level. Work out scheduling details with the Park Supervisor.

**10) How do we get the Park to commit to the space and times that we need?**

The details of your space and time arrangements are to be worked out in advance with the Park Supervisor. All details must be clear before you begin programming. Contact the Arts Partners in Residence staff if you experience irresolvable scheduling conflicts.

**11) What hours can we work in the park?**

Arts Partners can work in park buildings only during the building's normal business hours.

## **MAKING A MATCH: A GUIDE FOR ARTISTS** **CHECK LIST FOR PARK WALK-THROUGH**

When visiting a potential host park site, the following questions and considerations can help ensure a successful match.

1. Does the park have the facilities/space needed for the work we want to do?

Size/appropriateness of rooms:

- Office
- Classrooms
- Rehearsal
- Performance/gallery
- Storage

Condition of rooms:

- Flooring
- Space for equipment/supplies
- Lighting/electricity
- Air conditioning
- Security

2. Does the programming we plan to offer meet the needs of this park community?

3. Is the park geographically suitable to our needs?

4. What kind of access is there to the park?

- Public transportation
- Parking
- Handicap accessibility
- Elevator
- Loading Dock

5. Does the park staff understand our space/time/usage needs?

Park Name: \_\_\_\_\_

Park Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Walk Through: \_\_\_\_\_

Can this park accommodate our space needs?

Is this park a good match for our programming goals?

Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe, need more information and a return visit \_\_\_\_\_

# chicago park district

## ARTS PARTNERS IN RESIDENCE

### APPLICATION FORM

Date: \_\_\_\_\_

Artist Name/Contact Person: \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Fein/Social Security #: \_\_\_\_\_

Art Form: \_\_\_\_\_

Are you interested in **Full Residency?** \_\_\_\_\_ **Semi-Residency?** \_\_\_\_\_

Do you currently rent office space? \_\_\_\_\_ Rehearsal space? \_\_\_\_\_

Circle the type of facilities you need from a park:

OFFICE	CLASSROOM	REHEARSAL	STORAGE
ART STUDIO	PERFORMANCE	GALLERY	WOOD FLOOR
OTHER _____			

Do you have any unusual space/equipment needs? \_\_\_\_\_

Do you or your company members speak a language other than English? Yes \_\_\_\_\_ No \_\_\_\_\_

What language(s)? \_\_\_\_\_

Have you identified possible park sites? If so, which ones?

\_\_\_\_\_  
\_\_\_\_\_

Have you made contact with park personnel? If so, with whom?

\_\_\_\_\_

## Arts Partners in Residence Application

Page - 2

**Please attach the following** (your application cannot be considered without these):

- X Completed application form
- X A history of you and/or your organization, as well as a current mission statement and description (please include resumes and/or biographies of primary company members)
- X Why you began the organization and what you hope to accomplish
- X An explanation of why you/your organization wants to become a Chicago Park District Arts Partner in Residence
- X A description of arts programming you intend to offer through the park for at least two of the following groups: young children, youth, teens, young adults, adults, seniors, families, and/or people with disabilities
- X Operating budgets for the last three fiscal years.
- X FEIN or Social Security number.

### **Optional Attachments:**

- X List of references or letters of support
- X Reviews or articles about you/your organization
- X A written description, or photographs, slides, and/or videotapes of your work. If possible, include a list of upcoming performances, classes, or community events (note: the materials you send in will not be returned to you)

Applications are accepted year-round and reviewed and processed between September and April. When your application is received, you will be called and told how long the application process will take. Once your application has been reviewed, you will be called for an interview with the Culture, Arts & Nature (CAN) staff.

*Please address all inquiries and completed applications to:*

### **Arts Partners in Residence**

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541 N. Fairbanks  
Chicago, IL 60611  
carla.mayer@chicagoparkdistrict.com