

**City of Bangor, Commission on Cultural Development  
December 11, 2014  
8:30 a.m.  
Council Chambers, City Hall**

1. Welcome & Introductions
2. Approval of Previous Meeting Minutes
3. Review Grant Application
  - a. Anna Hepler
4. Project Grants from Maine Arts Commission
5. Committee Reports
6. Election of Chair and Vice Chair

Nominations:

Jamie Ballinger – Chair

Mary Budd – Vice Chair

7. Other Business

Future Commission Meetings (8:30 a.m. in Council Chambers):

*2015*

January 8

February 12

March 12

April 9

May 14

June 11

July 9

August 13

September 10

October 8

November 12

December 10

**City of Bangor, Commission on Cultural Development**  
**Minutes**  
**November 13, 2014**  
**8:30 AM**  
**City Council Chambers**

**Commissioners Present:** George Kinghorn (Chair), Judy Boothby (Vice Chair), Tom Avila, Jamie Ballinger, Mary Budd, Emily Burnham, Uli Guthrie, Kierie Piccininni, and Caitlin Brooke (staff)

**Commissioners Absent:** Kat Johnson, Elissa Young

**1. Welcome and Introductions**

**2. Approval of Previous Meeting Minutes**

A motion was made by Judy and seconded by Jamie to approve the previous meeting minutes. The motion passed by a unanimous vote.

**3. Budget Update**

Caitlin summarized the available budget as of November 13, 2014. The Commission has \$8,695.97 remaining in FY15. George requested that Caitlin provide an update on the signage for the sculpture “Continuity of Community,” located on the Waterfront.

**4. Update on Arts and Cultural Policy Presentation at Maine Arts Commission (MAC)**

George went down to Augusta on November 6 to meet with Julie Richard, Executive Director of MAC and present the Commission’s newly approved Arts and Cultural Policy. In previous conversations with Richard she had directed the Commission to create this type of plan to move forward with successful grant requests from MAC and the National Endowment for the Arts (NEA). In their meeting, George walked Julie through the process the Commission went through to develop the plan, and summarized each section.

Julie offered that some of the information gathering the Commission is planning on doing will be encompassed in the statewide strategic planning that MAC is currently doing. Once this is complete, MAC would share results. Since this process included all cultural organizations in the state of Maine, it would be pertinent to the Commission’s needs.

In the last few years MAC has retooled a lot of their grants. The grant the Commission applied for in 2008 to formulate the Bangor Arts brand—Capacity Building Grant—is not longer available to municipalities. Julie said that they may, in the future, look at adding municipalities to grantees. Emily asked if there were currently any MAC grants available to municipalities? George said maybe one with a \$5,000 limit. There may be others available from national organizations or foundations.

Julie did note that she was very grateful that the Arts and Cultural Policy included all cultural organizations in Bangor. She suggested that the Commission look at a public art ordinance in Bangor. Other communities have done this. The ordinance would encompass establishing a fund that would exclusively support public art projects.

**5. Committees Deliverables and Timeline**

George reviewed committee structures (pulled directly from the corresponding sections in the Arts and Cultural Policy) and which Commissioners has volunteered to work on committees in November’s meeting. He recommended committees meet and issue a report at the Commission’s December meeting

so the group can look at various strategies and timelines and begin to develop a spreadsheet to track progress.

Kierie and Uli were able to meet and outline the Education section's goals and timeline through fall 2015. (See attached document.) Kierie asked if City Council approval is needed to proceed with the workshops? Caitlin said that since the Arts and Cultural Policy was approved, the activities included in it were signed off on already—no additional approval is needed. Emily suggested a poster to promote all of the workshops that are planned and in January the Commission should begin social media outreach.

## **6. Discussion of Grant Review Process**

Caitlin opened the discussion by noting that at the last meeting Commissioners (and Staff Liaison) seemed confused as to the process of reviewing grants.

George began by saying that the grant applicant should be invited to present his or her grant. This is not a requirement but an opportunity. Commissioners agreed that all of the grant applications should be presented together so that the group may discuss them in turn and then, as a final measure, vote on funding.

Jamie asked who the contact person for new applicants was. The Staff Liaison so there will be no conflict of interest when Commissioners are voting.

A discussion ensued about ways to potentially distribute funds more evenly throughout the year. Some Commissioners felt there is always a guessing game of who or what will apply for grants and when. There were questions about why there were four deadlines for grants. Judy noted that there used to be much more money and now that organizations are aware of the lack of funding; they may be discouraged to even apply. Tom remarked that with the Arts and Cultural Policy complete, the Commission is going to be more visible. It is worthwhile to revisit the cycle of grant application deadlines. Uli asked if there was a downside to one granting cycle. Mary suggested rethinking this for FY16.

A motion was made to solidify the grant review process to the following: invite applicants to the Commission's meeting to present and answer questions; listen to all of the applicants first and then determine amounts of funding. Mary moved and Uli seconded. All in favor.

## **7. Nominations for Chair and Vice Chair**

George outlined the process for Chair and Vice Chair nominations and voting. The nominations will be heard today and then Commissioners will vote on the slate at the December meeting. The December meeting's agenda will include the slate for Chair and Vice Chair. The new Chair and Vice Chair will preside over the January 2015 meeting.

Mary nominated Jamie Ballinger for Chair, Judy seconded. All in favor. Jamie nominated Mary Budd for Vice Chair, Judy seconded. All in favor.

## **8. Other Business**

Uli, Mary, and Jamie have been reappointed to the Commission for 3 year terms. A new associate member, Chris Robbins (owner of the Juice Cellar, soon to open in downtown Bangor) will be a new Associate Member of the Commission.

Kierie was concerned that not all cultural organizations in Bangor were being represented on the Bangor Arts website. A few have expressed dissatisfaction that their logos are not included on the website. Some

of these organizations identify and utilize the Bangor Arts logo on their own promotional material but are not given reciprocal recognition on Bangor Arts material.

George noted that there is a form to fill out to identify non-profits who would like to utilize the Bangor Arts logo. Currently, only Bangor Ballet has completed this form.

Commissioners asked about access to the Bangor Arts website and Facebook page. They determined that the updates to the Bangor Arts websites should be handled by Caitlin as the Bangor Arts/Commission liaison. In regards to Facebook, it was determined that if the page utilizes the Bangor Arts name, the Commission has the right to administrator functions. Caitlin will obtain usernames and passwords for both of these.

It was suggested that the Commission needs a larger discussion about Bangor Arts. A workgroup will be established to do this. Jamie will find a meeting time and location for interested Commissioners.

Judy announced that Bangor Ballet is looking for a Production Manager. Uli reminded everyone that November 14 is the final ArtWalk of 2014. Mary noted that the Penobscot Theatre Company is opening Wizard of Oz on December 4 and will light up New Year's Eve with a Judy Garland show—fun for the whole family with performances at 5 p.m. and 8 p.m. Jamie said that Pecha Kucha is on November 21 at the Union Street Brick Church.

Being no other business, the meeting was adjourned.

To watch a full version of the Commission on Cultural Development's November 13 meeting, please visit: <http://bangormaine.pegcentral.com/player.php?video=958f1a8154b9a4e460a25fc3f4d59271>

## **EDUCATION WORKSHOPS**

### **Proposed Time and Dates**

All workshops would run on the first Wednesday of the month (except January). Each workshop would run a maximum of 90 minutes, from 6-7:30pm.

- January 7: Self-employment, Taxes, and Tax Issues
- February 4: Grant Writing and the Application Process (~2 mo. prior to grant app due date)
- **March 4: Publishing One's Work**
- May 6: Panel of Businesses on Partnering Within the Community
- September 2: Grant Writing and the Application Process (~1 mo. prior to grant app due date)
- October 7: Marketing, Representation, and Networking

### **Proposed Location(s)**

1. Bangor Public Library Children's Room or Lecture Hall (dependent upon construction schedule)
2. Location within City Hall, if any exists or is available
3. Peace and Justice Center
4. Downtown business w/ space, ie Nocturnem, Rock & Art (suggested per Emily)

### **Proposed Structure**

- Panel of 3-4 or led by 1, dependent on workshop topic (suggested per Tom)
- Q&A
- One Commissioner appointed to a panel
- One Commissioner to act as moderator (Ulrike or Kierie)

### **Proposed Materials**

- Sign-in sheet
- One-pager about CCD and panelists
- Feedback survey
- CCD grant application (for grant writing workshops only)
- Large notepad, for moderating Commissioner to write down ideas and comments

### **Proposed Publicity**

- Write a Press Release to go into newsletters and community events pages: BDN/Weekly, Bangor Metro, MPBN, WERU, DBP, BRCC, Edge, social media, MAC?
- Develop invitation list for each event with invitation letter
- Share w/Bangor Arts affiliates, request they share with their stakeholders
- City of Bangor website, if permitted; CCD website, if in existence in future
- Poster to market the events (suggested per Emily)

### **Proposed Post-Event Requirements**

1. Summation report of event by Ulrike and Kierie
2. Email attendees thank-yous participation w/list of brainstormed resources
3. Review format and decide how that will influence subsequent workshops (suggested by Jamie)

## **Proposed Goals and Panelists per Event**

- Self-employment, Taxes, and Tax Issues (January 7):
  - Goal: Foster discussion on what a self-employed artist needs to know about taxes, income, expenses, deductible items, giving art for auction and benefit, bookkeeping, space rental, depreciation, utilities, etc.
  - Panelist ideas: tax attorney or accountant familiar with self-employment procedures
  
- Grant Writing and the Application Process (February 4):
  - Goal: Walk-through what makes a strong application, how to find grant opportunities, discuss experiences, and review the CCD grant application.
  - Panelist ideas: Dr. Owen Smith (UMaine Intermedia MFA Director), Maine Arts Commission representative, Maine Community Foundation, Kindling Fund/Space Gallery presenter
  
- **Publishing One's Work (March 4):**
  - Goal: Prompt conversations on publishing work and dispersing to the public, developing contacts, and what to expect.
  - Panelist ideas: Annalies Jakminides, Marc (BookMarc's Publishing), Clinton Spalding (Husson professor and poet), Emily Burnham (BDN), Melanie Brooks (Bangor Metro editor)
  
- Businesses Partnering Within the Community (May 6):
  - Goal: Primarily business owners who are interested in learning how their business can benefit from partnering with artists and wider community; artists
  - Panelist ideas: Bangor Mall representative, John Porter (Chamber of Commerce Director), St. Joseph's Hospital representative, Ray Bolduc (WBRC), Abe or Heather Furth (Verve Burrito)
  
- Grant Writing and the Application Process (September 2):
  - Goal: Walk-through what makes a strong application, how to find grant opportunities, discuss experiences, and review the CCD grant application.
  - Panelist ideas: Dr. Owen Smith (UMaine Intermedia MFA Director), Maine Arts Commission representative, Maine Community Foundation, Kindling Fund/Space Gallery presenter
  
- Marketing, Representation, and Networking (October 7):
  - Goal: To share why, how, where, when, with whom to network, market one's art, seek representation
  - Panelist ideas: Nancy Peasley (potter and sculptor), Geo (UMMA Director), Andrea Beaulieu, Sutherland Weston representative, Annette Sohns (Rock and Art Shop)



## **COMMISSION FOR CULTURAL DEVELOPMENT GRANT APPLICATION FOR INDIVIDUAL ARTISTS**

The Commission for Cultural Development's mission is to promote the development of Bangor as a regional arts center that nurtures the artistic and cultural expression of its diverse peoples.

### **APPLICATION DETAILS**

- **Small grant applications** (equaling or less than \$1,000) will be accepted on a rolling basis and must be received by 4pm on the 1<sup>st</sup> Tuesday of the month; otherwise, review will be moved to the next meeting.
- **Match requirement:** Applicants must demonstrate how City of Bangor funds will be leveraged. City funding must be matched by 100% (1 to 1 ratio) through other means of fundraising (grants, donations, in-kind)
- Eligible individuals may only submit one application per calendar year.
- Individual artists are eligible for reimbursement of actual costs for supplies and materials incurred for **completed works of art** produced, at least initially, for public use. Receipts will be required for reimbursement. City Staff will conduct a physical inspection of the work prior to reimbursement. Work must **be ready for public use and "installation" or performance must be scheduled and committed prior to reimbursement.**
- The Bangor City Council gives final approval on all Commission recommendations.
- Funds granted are intended to be used within 12 months and a final report is required of all successful applicants.
- Applicants will be given the opportunity to speak on behalf of project, both with the Commission and with the Council.

### **Incomplete applications will not be scored or reviewed.**

#### **Materials and questions should be addressed to:**

Caitlin Brooke  
(207) 992-4234  
caitlin.brooke@bangormaine.gov  
City of Bangor  
73 Harlow Street  
Bangor, ME 04401

### **CHECKLIST OF ITEMS DUE WITH GRANT REQUEST**

#### **Please provide 5 hard copies AND 1 electronic copy of the following:**

- Grant Application Form
- Funding Request Summary and signed Assurances Form
- Budget detailing the costs associated with the production of the work
- Schematic(s) or image(s) of visual works of art (if applicable)
- Additional detail of work if spoken, performance or written work. Or, if it otherwise cannot be understood/conveyed with still images.

## Grant Application Form

Applicant name

Phone

Email

Name of project for funding

Mailing address

**Please give a general description of your proposed work, its approximate size or length, the number of pieces within the work, its medium and other information:**

**Please provide a brief description of your project. Please specify when, where, how and how long it will be available for public use. Also, how will the public availability be advertised? What are the plans for art once the public availability time period is over?**

**Funding Request Summary**

**Amount Requested**

**Date Needed By**

\_\_\_\_\_

**Total fundraising goal for this project:**

\_\_\_\_\_

**Total funding already raised for this project and description of the source(s):**

\_\_\_\_\_

**Assurances Form**

If the grant is made, the grantee agrees to provide the City of Bangor, within 12 months of receipt, an accounting of how the grant money was used, and a description of how well the project met the grantee's original objectives, as well as any other reports that the City of Bangor may require.

Grantee will also provide digital photographs of the finished project or event funded, and authorizes use and publication of the photos by the City of Bangor.

If the grant is made, the grantee agrees to repay, upon demand, to the City of Bangor the amount of said grant if any of the following events occur:

- Failure to spend the grant as indicated in the application.
- The grant application of any required report to the City of Bangor is found to be inaccurate in any material respect.

***The foregoing is certified to be true to the best of our knowledge, information, and belief.***

Name of Applicant: \_\_\_\_\_

Signature: anna kerner \_\_\_\_\_ Date: \_\_\_\_\_

**Project Title: Buoy**

<b>Artist: Anna Hepler</b>				<b>Total Artist Request: \$1,000.00</b>
<b>expenses</b>	<b>cost</b>	<b>in-kind</b>	<b>Total</b>	<b>notes</b>
artist fees		\$1,320	\$1,000	This includes time, travel, materials, and supplies.
foam for buoy interiors	\$595.00		\$595	4x4x8 block of styrofoam
fiberglass material	\$430.00		\$430	200 square feet of resin and fiberglass cloth
Paint and finishing	\$115.00		\$115	2 gallons marine paint and varnish
Rental truck for transport	\$580.00		\$580	Eastport to Bangor
structural elements	\$300.00		\$300	anchoring system
documentation	\$300.00		\$300	1 hour photo shoot
Cost Total			\$2,320.00	
In-Kind donation			\$1,320.00	
Total Request:			\$1,000.00	



Pictured here: two views of the proposed installation, *Buoy*, in the Kenduskeag Stream at high and low tide.