

Request for Submissions of Interest

Chinatown Cultural Planning: Creative Engagement

\$50,000 Grant Award

Project Timeline: July – November 2023

Deadline for responses: June 18, 2023 at 11:59PM.

The Chinatown Cultural Plan Working Group seeks submissions of interest from artists or artist teams interested in engaging with the Cultural Planning process.

Following review of these submissions, the Working Group will invite qualified artists with relevant backgrounds to submit full proposals outlining a plan to infuse artistic practice into the Chinatown Cultural Planning process and identify key members of their team. Full proposals will detail how artist teams plan to engage with the Working Group over six months to:

- Define key **engagement questions**
- Organize **creative interventions**
- **Document** the planning process
- Build **momentum** and increase **activation** in Chinatown communities
- **Gather feedback** via community engagement

Artists who are invited to submit full proposals will be awarded a \$1,000 grant after submitting a complete proposal in recognition of the time spent preparing relevant materials.

More information on the Chinatown Cultural Planning process can be found here:

<https://www.mapc.org/resource-library/chinatown-cultural-plan/>

Artists can be involved in two ways: 1) by submitting interest in leading a project team; or 2) by adding your name to a public Artist Directory shared with project teams seeking additional team members.

Please see Section VIII (How to Apply) for links to the Submission of Interest and the Artist Directory forms.

Section I: Project Overview

The Chinatown Cultural Plan Working Group has engaged the Metropolitan Area Planning Council (MAPC) to provide technical assistance towards the creation and publication of a Chinatown Cultural Plan as an addendum to the 2020 Chinatown Master Plan.

The Working Group comprises the Asian Community Development Corporation, Chinatown Community Land Trust, Pao Arts Center, Rose Kennedy Greenway Conservancy, and the City of Boston Mayor's Office of Arts and Culture. The cultural plan will be anchored by a collective vision that identifies the culture, history, and heritage of Boston Chinatown with a policy agenda that links to the 2020 Master Plan's goals for housing, mobility, health, environmental justice and open space. The Cultural Plan will include an updated inventory of the neighborhood's cultural assets and strategies to preserve and expand cultural and artistic vitality in Chinatown.

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The Working Group aims to embed artist voices into the cultural planning process through thought partnership with artists, artist-facilitated community engagement, and creative storytelling documenting the process.

Section II: Funding

The Working Group has secured \$25,000 from MAPC and \$25,000 from the Rose Kennedy Greenway Conservancy for a total of \$50,000 to be directed toward artist contracts. The \$50,000 award must cover all services detailed in the scope below, from development through final completion, including but not limited to artist(s) fee, travel, community meetings, materials, project coordination, and creative activations. The selected artist team will enter into a grant agreement with the Boston Chinatown Neighborhood Center/Pao Arts Center, which will disburse payments.

Section III: Key Dates

- **June 12, 2023, 12:00-1:00PM EDT:** Office Hours for questions
<https://us06web.zoom.us/j/87393973976?pwd=WnVlSnZ2YXdKSDc2aFpsVjNQS1dydzO9>
Meeting ID: 873 9397 3976
Passcode: 791584
- **June 13, 2023, 6:00-7:00PM EDT:** Office Hours for questions
<https://us06web.zoom.us/j/83029493426>
Meeting ID: 830 2949 3426
- **June 18, 2023 at 11:59PM EDT:** Deadline to complete Project Team Submission of Interest
- **June 23, 2023:** Finalists invited to submit full Artist Team Proposals
- **July 16, 2023 at 11:59PM EDT:** Deadline to submit Artist Team Proposals
- **July 21, 2023:** Artist Team selected; all other finalists will be notified
- **July 28, 2023:** Deadline to sign grant agreement and begin project work
- **Rolling:** Deadline to submit Artist Directory form to be considered by Artist Team and Working Group for participation; artists may be contacted July – September 2023.

Section IV: Artist Team Scope of Work

Task 1: Working Group participation

- A representative/lead from the Artist Team will be embedded within the Working Group to:
 - Participate in monthly Working Group meetings
 - Play a collaborative role to help explore and define key questions in the cultural planning process such as “What is Chinatown culture?”

Task 2: Project management of the artist team’s roles and deliverables

- Coordination will include:

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- Recruitment and oversight of creative intervention artists, including creation and coordination of Calls for Art/Artists if needed
- Administration of artist subcontracts and payments
- Scheduling of creative interventions
- Support for artists through phases of engagement and intervention creation
- Logistical coordination of creative interventions (permitting, consent forms, etc.)
- Deliverable(s):
 - Approved plan for the selection or recruitment process of 3-4 artists to execute creative interventions
 - Concept descriptions, logistical requirements, and schedule of 3-4 creative interventions
 - Signed agreements with 3-4 artists

Task 3: Creative documentation of the cultural planning process

- A storytelling product should:
 - Share the story of the cultural plan and cultural district formation to the general public
 - Leverage a creative practice, including but not limited to documentary film, animation, illustration, social media, zine, graphic novel, photography, podcast, etc.
 - Include interviews with Working Group and community members
 - Document the creative interventions created by the artist team
 - Be created in collaboration with the Working Group to identify key themes and messages of the cultural planning process
 - Ensure that key engagement findings from creative interventions are amplified
 - Build alignment, momentum, and power within the Chinatown community
- Deliverable(s):
 - 3-4 documentations of creative interventions
 - Record of 5-10 Chinatown stakeholders, e.g. Working Group members, local artists, community leaders, etc.
 - A storytelling product that documents the Chinatown Cultural Planning process (which may include the deliverables above)

Task 4: Execution of 3-4 “creative interventions” within Chinatown community *

- Artist-facilitated “creative interventions” should:
 - Expand the ways the Chinatown community can engage with a cultural planning process
 - Explore research questions such as “What is Chinatown culture?”
- Deliverable(s):
 - Approved concepts for creative interventions
 - Plan for gathering community feedback showing a connection to research questions
 - Execution of 3-4 creative interventions
 - Delivery of findings from each creative engagement

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Artists interested in participating in the Boston Chinatown Cultural Planning process (but **not** in leading or gathering a team) may submit their information to an Artist Directory to be considered by finalists submitting proposals and looking for additional team members. **See Section VIII: How to Apply for more information.**

Section V: Selection Process

1. Submissions of Interest

Submissions of interest may be submitted by an individual interested in recruiting a team **or** by existing artist teams/collaboratives. Submissions may include identified collaborator(s) to carry out each task **or** a summary of how the team would be assembled if selected.

2. Artist Team Proposals

The Working Group will review all submissions of interest and invite qualified finalists to create an Artist Team Proposal. Finalists who submit a complete Artist Team Proposal will be awarded a \$1,000 stipend for concept development through a grant agreement.

Artist Team Proposals will identify team members who will carry out Tasks 1-3 (Working Group participation, project management, and project storytelling). Proposals must include bios and resumes for each identified team member.

Proposals **may** identify artists who will facilitate Task 3 (creative interventions) or, in place of identifying specific artists, may detail a plan for the recruitment of these artists as part of the cultural planning process. Artist teams are encouraged to recruit artists with a mix of backgrounds and experience levels.

Artist Team Proposals will include a budget detailing how the \$50,000 award will be allocated across the team and tasks. This budget should reflect equitable payment of all team members.

Section VI: Project Timeline

July – November, 2023

- The artist team lead (and other members if appropriate) will attend monthly Working Group meetings throughout the project timeline
- Creative interventions should take place in Summer 2023
- Documentation for a storytelling product should take place throughout the project timeline with a deliverable in October/November 2023

Section VII: Selection Criteria

- Submissions of Interest will be considered based on the strength of demonstrated experience in:
 - Engaging with Boston Chinatown communities

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- Project management
- Community-engaged artistic practice
- Demonstrated access to networks of emerging artists or artists within and new to Chinatown
- Relevant languages, e.g. Cantonese and/or Mandarin
- Demonstrated ability to collaborate effectively with other artists.
- Availability to complete project work between July – November 2023

Section VIII: How to Apply

A: Project Team Submission of Interest

The Submission of Interest form is intended to be a low barrier format for artists to indicate interest in leading an artist team before developing a full team and proposal. Artists/artist teams interested in being invited to create the full Artist Team Proposal should submit the Submission of Interest form, which includes the following:

1. Brief statement of interest from the individual submitting the form including why the project resonates with them, their relationship with Boston Chinatown, and what their role would be in the project; (1500 characters maximum)
2. Identification, bio, and past work examples of a Project Lead to carry out Tasks 1 and 2 **or** an explanation of how this team member will be identified; (500 characters maximum)
3. Identification and bio(s) of one or more artists to carry out Task 3 **or** an explanation of how this team member will be identified; (500 characters maximum)
4. Identification and bio(s) of one or more artists to carry out Task 4 **or** an explanation of how the team would recruit a diverse group of artists; (500 characters maximum)
5. Indication that the assembled team will be available to carry out project work between July – November 2023.

Project Team Submission of Interest:

<https://forms.gle/WLFCPYmhXuoftTwv8>

B: Artist Directory

Artists interested in participating in the Boston Chinatown Cultural Planning process (but **not** in leading or gathering a team) may submit their information to an Artist Directory to be considered by finalists submitting proposals and looking for additional team members.

The information gathered this form will be visible in a publicly accessible Artist Directory. Artists included in the Artist Directory may be contacted by the Chinatown Cultural Plan Working Group, Project Team finalists seeking additional team members, or the selected Project Team seeking artist participation in summer and early fall 2023.

Artist Directory Submissions:

<https://forms.gle/1j7LPerds6RKbz4N7>