



## Call for Proposals: Our Space 2016 *Creating a sense of place with cultural space*

### INTRODUCTION

**Culture is alive and thriving in our City**, winding its way through every aspect of our daily lives, shaping who we are and what is amazing about our community.

The City of Windsor has a creative and vibrant cultural community that encourages artist expression, and the celebration of cultural identity and cultural diversity.

The Cultural Affairs team invites the community – individuals, organizations, artists, performers and cultural activists to submit applications to use one of our designated cultural outdoor spaces in order to **create the soul of our city**.

### PURPOSE

The Cultural Affairs team will work with you to enhance our civic spaces, engage audience and promote an appreciation for arts, culture and heritage in the City of Windsor. Our Space is about creating accessibility that allows peoples' creativity to emerge and **tell the Windsor story to the world**.

We want to work with you to coordinate, collaborate and facilitate exciting cultural opportunities for residents and visitors.

## SUMMARY

This program will enhance and transform our Windsor Sculpture Park through partnership projects that celebrate and explore identity, develop community connections and sense of place through organizing creative opportunities.

Proposals must be an interactive activity and can feature two or three dimensional work or digital media such as video projection, they may offer participatory experiences or include performance components.

All proposals will be considered by the Cultural Affairs Team and selected based on the criteria stated in the proposal form.

**Submissions will be accepted on an on-going basis.**

**\*\*For a specific date, please contact the Cultural Affairs Department for availability and consideration.**

## SPACE DESCRIPTIONS

### Windsor Sculpture Park

**Location:** North of Riverside Drive, from Ambassador Bridge to Caron Ave.

Located on the shores of the Detroit River within Ambassador and Centennial Parks, between the Ambassador Bridge (Huron Church Road) and The Art Gallery of Windsor (Church Street). This outdoor public gallery features 32 large-scale sculptures for viewing every day of the year, free of charge to Windsorites and visitors.



### **Amenities:**

- Fishing Piers
- Washrooms
- Playground Equipment
- Benches
- Roy Battagello RiverWalk
- Ambassador Park
- Centennial Park
- Assumption Park

## ELIGIBLE PROJECTS

### Eligible Projects may include, but are not limited to:

- Arts, culture and heritage tourism initiatives that engage the community in educational, recreational or promotional activities
- Community-engaged projects, practices or activities that fosters connections among people and across cultures
- Artworks that use contemporary or traditional materials, processes and media including (but not limited to) mosaics, ceramics, kinetic sculpture, new media (video, sound, light), temporary installations, performance

### Eligible Projects must:

- Be site specific projects
- Be accessible to everyone
- Arts, culture and heritage initiatives that engage the community
- Community-engaged projects, practices or activities that foster connections among people and across cultures
- Artworks that use contemporary or traditional materials, processes and media including (but not limited to) mosaics, kinetic sculpture, new media (video, sound, light) temporary installations, spoken word, and performance
- Provide exciting, surprising and meaningful opportunities to explore a unique cultural experience
- Help to make arts, culture, and heritage central to the lives of all our people
- Increase public awareness and access in the arts, culture and heritage sectors
- Create a place where people want to go and linger

### Projects cannot:

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- Obstruct, inconvenience or endanger other regular users of parks or facilities
- Alter the grade of any property
- Serve or sell alcoholic beverages
- Charge entry fees
- Amplify sound without a Temporary Noise By-law Exemption Permit

### Other considerations:

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- Include the City of Windsor logo on all promotional material
- Linking events with the City of Windsor Facebook and Twitter accounts
- To provide a one-page event summary

## FINANCIAL INFORMATION

Community events require a park permit and insurance to ensure that you have priority and use of the designated performance space. This will ensure that all legal and legislated conditions are adhered to.

In partnership with the City of Windsor, it is possible through the park permit process to purchase special event insurance. This would only be necessary if the individual or organization applying does not already have an insurance policy in place.

Financial assistance may be available. For more information, please contact:

**Veronica Samek**  
2450 McDougall Street  
Windsor, Ontario N8X 3N6 Canada  
**519-253-2300 x 2746** [vsamek@city.windsor.on.ca](mailto:vsamek@city.windsor.on.ca)

## SELECTION CRITERIA

**Priority will be given to proposals that demonstrate at least 3 of the following:**

- New, contemporary artistic practices that reinforce Windsor's reputation as a place for innovation
- Reflect the City's sense of place through its people, history, culture or Topography
- Celebrate/represent Windsor's communities, creating opportunities for inclusion and diverse community groups
- Demonstrate how Windsor residents will be engaged in the activity
- Initiate and implement programs to communicate and educate people about Windsor's public art activity
- Directly contribute to social and economic change and urban revitalization in Windsor and reflects strengths of contemporary public art production.

## HOW TO SUBMIT AN APPLICATION

**Online, by mail or drop off your application in person, addressed to:**

**“Our Space” Program  
Cultural Affairs Office  
2450 McDougall Street  
Windsor, Ontario N8X 3N6 Canada**

## SUBMISSION REQUIREMENTS

**STEP 1: To ensure a successful application, please call Veronica Samek at Cultural Affairs Office to discuss your project before applying, 519-253-2300 ext. 2746.**

**STEP 2: A hardcopy or PDF copy must be submitted and include:**

1. Submission of an APPLICATION FORM (Appendix A).
2. A detailed schedule must be submitted which includes installation, duration of work, removal and community engagement or promotion process.

## CONTACT INFORMATION

**For any additional information please contact:**

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**Cultural Affairs Office**  
2450 McDougall Street  
Windsor, Ontario N8X 3N6 Canada  
Email: [culturalaffaris@city.windsor.on.ca](mailto:culturalaffaris@city.windsor.on.ca)  
Phone: 519-253-2300

Veronica Samek  
Program Development Supervisor  
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Cathy Masterson  
Manager of Cultural Affairs  
[cmasterson@city.windsor.on.ca](mailto:cmasterson@city.windsor.on.ca)  
519-253-2300 ext. 2746

## AVAILABLE DATES

**February – December 2016**

**Regular Park Hours: 5:00 a.m. – midnight**

Please contact Veronica Samek, Program Development Supervisor for availability of dates & times.

## TIMETABLE

There is no deadline for submissions.

**Projects should be submitted two (2) months prior to a specified date, for consideration.**

# BACKGROUND INFORMATION

## **Mission for the Cultural Affairs Office**

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Acting as a catalyst and facilitator, the Cultural Affairs office will ensure the provision of a range of affordable and accessible opportunities for engagement in cultural activities, services, and facilities to residents while at the same time building up a base of unique cultural attributes and activities for visitors, residents, investors, and businesses.

We work in the arts, culture and heritage sectors... the *creative community*. Culture is alive and thriving in our City, winding its way through every aspect of our daily lives, shaping who we are and what is amazing about our community.

## **The Community Strategic Plan**

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The City's **Community Strategic Plan** calls for a focus on cultural growth. It urges:

- *Capitalizing on our strengths* to promote tourism and hospitality, making the most of our advantages as a key Canadian gateway
- *Reaching out to the world* to showcase Windsor as an outstanding place to live, work and visit
- *Celebrating diversity* by recognizing our rich diverse culture and heritage
- *Honouring heritage* by preserving structures that tell the story of our past
- *Valuing art* by promoting and supporting the arts and local artists, and ensuring that our citizens have many opportunities to experience a wide variety of expression and performance
- *Improve our environment* by preserving and enhancing the natural environment and urban green spaces

## **The Municipal Cultural Master Plan (MCMP)**

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The City of Windsor's **Municipal Cultural Master Plan**, approved by City Council in May 2010 is a detailed report that maps out sixteen recommendations intended to serve as a goal-centred approach to facilitating the growth of culture in our community.

# IMPORTANT DEFINITIONS

## PROJECT

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A special initiative which may be one-time, and may involve:

- New/unconventional collaboration between/across genres, disciplines or sectors
- Creation of new work
- Emphasis on new or emerging media, techniques, technologies and practices

## ART

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Broadly conceived to include all genres within the following disciplines, with activities and expression which explore, interpret, create and celebrate:

- Performance (music, dance, theatre, spoken word, improvisation)
- Visual (two/three dimensional, performance, fine or artisanal craft, site specific or temporary installation)
- Literary (poetry, prose, storytelling)
- Media/New Media (film, video, still photography)
- Design (graphic and technological)

## CULTURE & HERITAGE

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Broadly conceived to include both tangible and intangible characteristics of the following elements, with activities and expression which explore, interpret and celebrate:

- Human diversity including First Nations, ethnicity, different abilities and orientations, gender and age
- Human and natural history
- Ecology and environment (as themes for artistic practice or historical interpretation)
- Heritage buildings, sites (including neighbourhoods, gardens, views), collections, archives, documentation, interpretation
- Storytelling, narratives, traditions and values, artisanal methods

## TIPS & FAQs

### Our Space provides:

- Park space to hold creative community-building activities
- Amenities such as the Roy Battagello Riverwalk, picnic tables, playground equipment and pavilions to help make the space more interesting and inviting
- A friendly and helpful staff to assist with scheduling, answering questions, and facilitating participation during your activity
- We can provide limited promotional opportunities, such as posts on the City of Windsor's website and/or documentation assistance with advanced notice. If you are interested in either of these opportunities, please indicate it in your proposal. Keep in mind that it is primarily your responsibility to promote your activity by reaching out to interested parties and audiences. For more information on promotion, see **Promoting Your Activity** below
- Our Space is a DIY environment. This means that there is no access to electricity, other equipment, or Wi-Fi access in the Parks
- Please plan to bring friends and family as volunteers to assist with any set-up and/or clean up, and know that the Parks are unable to host activities requiring set-up or technical support

### The most successful events tend to have public programmers who:

- Utilize social media and their communities to generate attendance for their event (Promoting Your Activity)
- Plan their event to be flexible and accommodate the size of any group, large or small
- Engage participants in an interactive way
- Plan activities that can be enjoyable for all ages and abilities

### Here are some examples:

#### Example 1:

The Bloomfield House (located in Sandwich Towne) held a weekly Saturday evening drum circle for the public to perform with their provided drums. As people walked by, some would stop for a few moments, others stayed for the whole hour to drum along with the crew, even our local ice cream vendor joined in with a few dings of his bell to create an orchestra of sound.

#### Example 2:

To give back to the community, local yoga instructors held free classes on Wednesdays, pending dry weather. Though their Facebook page, *Karma Yoga by the Water*, the instructors kept everyone informed about times and dates and classes grew to over 30 participants for both morning and evening sessions. Curiosity peeked for on-lookers, as they tried their hand at this new activity, while others relished in a new setting for meditation.

## Promoting Your Activity

- Make a Facebook event and write personal e-mails to invite everyone you e-know. Be sure to follow up with a reminder before and/or on the day of the event
- Make flyers and pass them out at work and to your neighbors. Two weeks beforehand, people will forget; two days beforehand and people already have plans—a week ahead is usually best
- Community bulletin boards are a great resource. You can find them at grocery stores, libraries, community centers, and apartment lobbies
- Find groups that would be interested in the content of your activity. Is there a store, online discussion board, or an informal organization of people that would be interested? Get other people excited enough to be your advocates
- Personal phone call or in-person conversation is absolutely the best way to get people to come. The phrase —Will I see you there?□ will encourage participation more than simply saying —I hope to see you there□

## Frequently Asked Questions

### Q. When are the best times for scheduling my activity?

A. Consider your audience and the nature of your activities. For example, a stargazing activity will likely occur at night, but a break-dance competition would be best after school hours. The Program Development Supervisor will also have suggestions based on other activities planned on a given day.

### Q. Is amplified sound allowed?

A. No. With respect for our neighbors and City of Windsor regulations, amplified sound is not allowed. Acoustic and other unplugged sound-making, however, are encouraged.

### Q. Will the City of Windsor provide me with as many tables, chairs, extension cords, assistants, and tech equipment as my activity requires?

A. No. Keep in mind Our Space is a DIY environment. Though you do have access to a number of amenities, including picnic tables and sandwich boards for signage, please plan your projects accordingly by **keeping it simple**.

### Q. Is the City of Windsor responsible for promoting my event and ensuring public turnout?

A. No. You, the public programmer/activity leader, are responsible for getting the word out about your event. See Promoting Your Activity in the Tips section.

## PARK ETIQUETTE

### **What Is Park Etiquette?**

Like all spaces designated for public enjoyment, it is important that participants follow a set of collectively-understood conventions that protect the space, the people in it, and the spirit of collaborative ownership. In this spirit, please follow these guidelines when planning your visit and activities.

### **Protect the Spirit**

All events are free and open to the public. Our Space encourages sharing, bartering, swapping, and creative non-monetary exchange.

Our Space is a public domain—what emerges is owned by everyone and no one at the same time. Participation on the park means that you are willing to share your ideas and skills with others for their personal use, inspiration, and adaptation; and you are invited to do the same.

### **Protect the Space**

- No fires, staking, digging, or other activity that could damage Our Space's physical infrastructure
- Containers for garbage and other waste are provided. Please keep the park tidy and clean up after yourself and others
- Just like in all Windsor parks, you're welcome to bring your own food, but alcohol is prohibited
- Firearms, weapons, and other hazardous materials are prohibited
- All activities, props, and materials must be temporary
- Camping or other overnight activities are prohibited
- All activities must end before midnight
- All activities are subject to City of Windsor Ordinances

### **Protect the People**

Our Space is an acoustic environment. Because of City of Windsor regulations, and with respect for our neighbors, amplified or excessive sound is not allowed.

An atmosphere of inclusion is essential—value diversity and celebrate commonalities. Hate speech or other activities infringing on the well being of others are prohibited.

While Our Space is a shared space, it is managed by the City of Windsor's Cultural Affairs Team. For the enjoyment and safety of all who visit, the Cultural Affairs Office reserves the right to remove any persons or activity disruptive to others at any time.