

## **Call for Proposals SPARC Symposium 2020 Host**

The SPARC Network is seeking an organization to be the local host for the 2020 SPARC Symposium.

Please send a letter of interest by February 25<sup>th</sup>, 2019 to:

Rebecca Ballarin  
Network Coordinator  
P.O. Box 931  
Haliburton, ON K0M 1S0

Or by e-mail to: [rebecca@sparcperformingarts.com](mailto:rebecca@sparcperformingarts.com)

### **A. Purpose of the SPARC Symposium**

The SPARC Network's purpose is to ignite and help sustain performing arts communities in rural and remote Ontario. The Network aims to connect creators, presenters, producers and community animators working in rural and remote communities across the province and encourage discussion, collaborative brainstorming, and the sharing of knowledge, resources, success stories and challenges. To learn more about SPARC visit <https://www.sparcperformingarts.com/>.

The SPARC Symposium is a biennial gathering that brings together SPARC members as well as other creators, presenters, producers, community animators and funders involved in the performing arts in rural and remote communities across Ontario. The symposium provides an opportunity for peer-to-peer knowledge sharing, networking, and laying the groundwork for future collaborations.

### **The SPARC Symposium includes:**

1. A focus on the performing arts in rural and remote communities.
2. Knowledge and resource sharing among creators, presenters, producers, community animators and funders of the performing arts in rural and remote communities.
3. The opportunity for attendees to see what is being done in other rural communities through workshop sessions and facilitated group activities.
4. The sharing of best practices for the creation, presentation, production, community animation and funding of performing arts in rural and remote communities.
5. Time and space for exchanges, discussions and informal networking.
6. Providing opportunities for creators, presenters, producers and community animators to meet funders and policy makers one-on-one.
7. Furthering the work of the SPARC Network.

## **B. Benefits for the Local Host**

The benefits for the host community include:

1. The opportunity to showcase all aspects of your community (arts, culture, sport and recreation, history, tourism etc.) to people from across the province – and country - in addition to funders and policy makers from all of the major arts funding bodies.
2. The opportunity to build reciprocal relationships between your community and other communities across the province.
3. Bringing local, provincial and national attention to the artists in your community through performances and opportunities for attendees to explore the community.
4. Providing an opportunity for local businesses (hospitality industry, restaurants, museums, galleries) and artists to generate revenue.

## **C. Eligibility**

### **1. Type of organization**

To be eligible to host the symposium, the applicant must be a:

- Not-for-Profit Organization,
- Municipality, or a
- First Nation

### **2. Type of community**

The location for the symposium must be a rural or remote community. For the purposes of the symposium, this refers to a town, municipality or First Nation with a population equal to or less than 25,000 people.

### **3. Host Community Working Group**

The organization must have a group of individuals involved with the performing arts who will commit to forming a working group (6-10 people including a chair, secretary and treasurer). This Host Community Working Group will be supported by the SPARC Network Steering Committee (SNSC)'s Symposium Advisory Committee, and together they will hire a Symposium Coordinator to carry out the plans of the working group. In addition to the chair of the working group, at least one other member needs to commit to joining the SNSC from the beginning of the planning process until the end of the post-symposium evaluation and reporting process.

### **4. Familiarity with the SPARC Symposium**

At least one member of the working group must have attended a previous SPARC Symposium (2014, 2016, or 2018).

## **5. Site**

The organization must have access to an appropriate site (or sites) at which to hold the symposium.

## **6. Accommodations**

There must be access to accommodations for 120-150 people within a 20-minute radius of the symposium site

## **7. Date**

The organization must be able to host the Symposium in the Spring of 2020.  
(Exact dates to be negotiated)

## **D. Expectations**

It is expected that outreach will be undertaken to ensure that symposium attendees include:

1. Youth (under 30) creators, producers, presenters and community leaders (comprising 20-25% of the participants)
2. Indigenous creators, producers, presenters and community leaders (as workshop leaders, speakers, and participants).
3. Francophone creators, producers, presenters and community leaders (as workshop leaders, speakers, and participants).
4. Funders (Canadian Heritage, OAC, Trillium, FedNor etc.)
5. Government representatives and supporting organizations.
6. Members of the local community.
7. SPARC members (individuals, community groups, and organizations)

## **E. Role of the Host Community Working Group**

The Host Community Working Group is comprised of volunteers from within the host organization and the broader community. The working group is made up of a series of sub-committees; these are determined by the working group members, but may include

- Food
- Venues, Transportation and Accommodation
- Volunteer Recruitment, Training and Coordination
- Programming
- Media and Outreach
- Community Promotion
- Finances, Sponsorship and Bursaries

The full Host Community Working Group meets in person each month to report on the activities of each sub-committee, and to plan the symposium as a whole. A member of the SNSC's Symposium Advisory Committee will attend these monthly meetings and, with SPARC staff, will support the local working group throughout the planning process and event.

The Host Community Working Group, with the SNSC Symposium Advisory Committee, will be involved in the hiring of a Symposium Coordinator. This person will work part-time, ideally from the host organization's community, to assist sub-committees and help carry out the plans of the local working group. This person will report to the local working group.

Host Community Working Group Goal: Plan and deliver the 2020 SPARC Symposium

**Deliverables:**

1. With the SNSC Symposium Advisory Committee, develop the overall theme and topics of focus for the 2020 Symposium. This will include incorporating feedback from the 2018 Symposium and SPARC Network staff and steering committee.
2. Establish a budget and manage and monitor the finances of the 2020 Symposium with the Network finances person and Network Coordinator.
3. Provide information to the SPARC Network to support applications for funding to the CAPF Program of Canadian Heritage and the Ontario Arts Council.
4. Solicit speakers, workshop leaders, presentations, performances and participation in the SPARC Symposium in collaboration with the SNSC.
5. Ensure the SNSC Symposium Advisory Committee knows each monthly meeting date so that a representative can attend either in person, by phone or via Zoom.
6. Engage local businesses as well as the culture and tourism sectors. Engage community members as attendees, volunteers, presenters etc.
7. Identify and solicit sponsorships for the 2018 SPARC Symposium. (as required to support programming)
8. Attract 120-150 participants for the Symposium ensuring a breadth of geographical representation, representatives of a diversity of performing arts disciplines, youth (under 30), Franco-Ontarians, and Indigenous artists and community leaders.
9. Promote and manage a youth bursary program as well as a bursary program to assist with covering the travel and accommodation costs for those requiring support.
10. Work with the SPARC Network to ensure Network goals are incorporated into symposium programming and the symposium serves to promote and further the work of the Network.

11. With the SNSC Symposium Advisory Committee, develop a plan for the facilitation of the symposium and secure a facilitator.
12. Develop a plan for documenting the symposium – through photos, video, livestreaming etc.
13. Work with the SNSC Symposium Advisory Committee to provide final reports to funders.

## **F. Role of the SPARC Network Steering Committee and Network Coordinator**

The SPARC Network Steering Committee (SNSC) is a group of volunteers that works together to guide the growth and development of the SPARC Network. This committee has a Symposium Advisory Committee, as well as a number of working groups that focus on specific aspects of the Network, including:

- Development
- Services/Resources
- Outreach
- Governance
- Evaluation

The Symposium Advisory Committee will support the Host Community Working Group throughout the planning process, share the SNSC's goals for the symposium, and assist with incorporating the Network's activities into the symposium programming.

The SNSC has hired staff members that support the work of the Network, and also provide support for the Symposium Advisory Committee and Host Community Working Group.

### **Deliverables:**

1. Provide a "How to" SPARC Symposium handbook as well as timeline template and task lists.
2. Provide financial and budgeting information from previous symposia.
3. Attend monthly Host Community Working Group meetings in person, by phone or via Zoom.
4. Support local host with outreach and promotion of the Symposium.
5. Set up and maintain the Symposium 2020 section of the SPARC website.
6. Assist with sourcing potential workshop leaders, keynote speakers etc.
7. Apply for funding from provincial and national funding bodies.
8. Support the Symposium Coordinator.
9. Deliver the SPARC Network portions of the Symposium.

10. Assist the Symposium Coordinator with creating and administering the on-line symposium evaluation.
11. Maintain ongoing communication with the Symposium Coordinator and Host Community Working Group.

## G. Funding

1. The SPARC Network will provide seed money in the amount of \$8,000 for the Host Community Working Group to begin its work on the Symposium.
2. The SPARC Network will make an application to the Canadian Arts Presentation Fund (Canadian Heritage) for the 2020 Symposium by the April 1<sup>st</sup>, 2019 deadline. Previous symposia have received support from this funder and support is anticipated for 2020. The funding received will include funds to hire a Symposium Coordinator.
3. The SPARC Network will also apply to the appropriate funding programs of the Ontario Arts Council.
4. The SNSC Symposium Advisory Committee will collaborate with the Host Community Working Group on other funding applications if required.
5. The Host Community Working Group is responsible for accessing local/regional funding and getting sponsors and in-kind donations for the Symposium.

## H. Letter of Interest

In your letter of interest please include:

- Why your community is interested in hosting the SPARC Symposium.
- How you meet the criteria to be a SPARC Symposium Host (outlined in section C above). **Please note that you must include the names of at least 5 individuals who will commit to joining the Host Community Working Group, and indicate who will take on the roles of chair, secretary and treasurer.**
- Any ideas you have for the 2020 SPARC Symposium (this could include themes, workshop session topics, activities to engage with the local community etc.).

**For more information contact:**

Rebecca Ballarin, Network Coordinator  
416-884-1494 or [Rebecca@sparcperformingarts.com](mailto:Rebecca@sparcperformingarts.com)

Chris Lynd, Chair, SPARC Network Steering Committee  
705-457-1690 or [chrislynd51@gmail.com](mailto:chrislynd51@gmail.com)

**Please send your letter of interest by February 25th, 2019 to:**

Rebecca Ballarin  
Network Coordinator  
P.O. Box 931  
Haliburton, ON K0M 1S0

Or by e-mail to: [rebecca@sparcperformingarts.com](mailto:rebecca@sparcperformingarts.com)