

Hillsborough Arts Council (HBAC)

Teaching Partners Program

What We Are Looking For

We are looking for artists who have a skill, technique, artistic process, or craft that they would enjoy sharing with others.

The proposed program should consist of two related classes:

Part 1 — Community Introduction

The first class will be offered free of charge at the local public library whenever possible.

The purpose of Part 1 is to introduce participants to the artist, their medium, and the basic skills or techniques needed to continue to Part 2.

Participants should leave the first class having learned something useful and having created or begun creating something of their own.

Part 2 — Expanded Workshop

The second class will be offered at another community location where the Hillsborough Arts Council can charge a registration fee and compensate the artist.

Part 2 should build directly upon the skills, techniques, or concepts introduced in Part 1. It may involve more advanced techniques, a larger or more finished project, additional creative choices, or a deeper exploration of the medium.

The goal is for participants to feel that Part 2 is a natural next step rather than simply a separate class.

Examples of Potential Programs

We are open to many different types of art and craft programs. Examples might include:

- Introduction to watercolor → Intermediate watercolor painting
- Drawing fundamentals → Creating a finished drawing
- Introduction to acrylic painting → Developing a finished acrylic painting
- Introduction to fiber arts → Creating a finished fiber-art piece
- Jewelry-making basics → Creating a more advanced jewelry project
- Introduction to printmaking → Creating a multi-step print
- Sketching fundamentals → Developing a finished illustrated piece

- Introduction to mixed media → Creating a completed mixed-media artwork
- Photography basics → Developing a personal photography project
- Introduction to collage → Creating a more developed collage
- Hand lettering basics → Creating a finished lettering project

These are examples only. We encourage artists to propose programs based on their own skills, interests, and creative specialties.

The Ideal Two-Part Series

The strongest proposals will have a clear progression:

Part 1: Learn → Practice → Create

Participants are introduced to the medium or technique, learn fundamental skills, and complete a simple project or begin a larger project.

Part 2: Build → Explore → Complete

Participants use what they learned in Part 1 to develop a more sophisticated skill or complete a more substantial project.

Important Consideration

The free library class is intended to serve as both a community arts opportunity and an introduction to the artist's teaching program.

The second class should provide enough additional value that participants who enjoyed Part 1 will want to register for Part 2.

The Arts Council may also use successful programs in the future as recurring classes or workshops.

Who Can Participate?

We are particularly interested in artists who:

- Have a demonstrated skill or experience in their proposed medium
- Enjoy working with people
- Can explain their creative process in an approachable way
- Can teach beginners without requiring prior experience
- Can adapt instruction to different skill levels
- Are willing to collaborate with the Arts Council on developing the final program

Teaching experience is helpful but not required. An artist with a strong creative skill and enthusiasm for sharing that skill may be an excellent instructor.

Teaching Partners accepted into the program must be an active Art Member of HBAC.

How the Process Works

1. Artist submits a class proposal
2. Hillsborough Arts Council reviews the proposal
3. Arts Council and artist discuss and refine the concept
4. Curriculum, materials (purchased by the Arts Council), class size, fee, and instructor compensation are established
5. Part 1 is scheduled as a free community class
6. Part 2 is scheduled as a paid Arts Council workshop (Artist Compensated)
7. The program is evaluated based on participant interest and feedback

Our goal is to create programs that are enjoyable for participants, rewarding for artists, and financially sustainable for the Hillsborough Arts Council.

Hillsborough Arts Council

Artist Teaching Program — Class Proposal Form

Thank you for your interest in developing an art or craft class with the Hillsborough Arts Council. We are seeking proposals for a two-part class series in which Part 1 is offered free to the community, preferably through the local public library, and Part 2 is offered as a paid workshop at another community location. The Arts Council will review proposals and may work with the artist to refine the program before it is offered. **This paper form is for your preparation only. Applications are to be submitted online utilizing the following link: [Class Proposal Form](#).** Please note, the online form does not match exactly to this paper version but is pretty close.

SECTION 1 — ARTIST INFORMATION

Artist Name:

Business/Artist Name, if applicable:

Email:

Phone:

Website / Portfolio / Social Media:

Art Medium(s) / Specialty:

Brief Artist Biography:

Please provide 2–4 sentences describing your artistic background and experience.

Teaching Experience

Have you taught art or craft classes before?

☐ Yes

☐ No

If yes, please briefly describe your teaching experience:

SECTION 2 — PROPOSED PROGRAM

Proposed Program Title

Medium / Type of Class

Brief Program Description

In a few sentences, describe what participants will learn and create during the two-part series.

Intended Audience

Who is this class designed for? (The library is in need of adult art programs and we will be presenting proposals to them at the end of September, choosing an adult program will put your proposal in priority status since the library is in need of adult classes).

- ☐ Adults
- ☐ Teens
- ☐ Children
- ☐ Families
- ☐ Mixed ages
- ☐ Beginners
- ☐ Intermediate
- ☐ Advanced
- ☐ Other: _____

Prior Experience Required

Is previous experience required? (will entertain the idea of mixed prior experience but no experience should get a larger group of prospective students to start).

- ☐ No prior experience
- ☐ Some experience recommended
- ☐ Intermediate experience
- ☐ Advanced experience

Please explain:

SECTION 3 — PART 1: FREE COMMUNITY CLASS

Part 1 Title

Recommended Length

- ☐ 1 hour
☐ 2 hours

Purpose of Part 1

What should participants learn or accomplish during the first class?

Skills / Techniques Introduced

List the primary skills or techniques participants will learn.

1.

2.

3.

4.

Participant Project

What will participants make or accomplish during Part 1?

Learning Outcomes

At the end of Part 1, participants should be able to:

1.

2.

3.

Suggested Class Outline

Introduction / Demonstration:

Instruction / Practice:

Participant Activity / Project:

Wrap-Up / Introduction to Part 2:

SECTION 4 — PART 2: PAID WORKSHOP

Part 2 Title

Recommended Length

☐ 1 hour

☐ 2 hours

How Does Part 2 Build on Part 1?

Please explain specifically how the second class uses or expands upon what participants learned in Part 1.

New Skills / Techniques

What additional skills or techniques will participants learn?

1.

2.

3.

4.

Participant Project

What will participants make or accomplish during Part 2?

Learning Outcomes

At the end of Part 2, participants should be able to:

1.

2.

3.

Suggested Class Outline

Review of Part 1:

New Demonstration / Instruction:

Participant Activity / Project:

Completion / Critique / Wrap-Up:

SECTION 5 — FACILITY REQUIREMENTS

Space Requirements

- ☐ Tables and chairs
- ☐ Tables only
- ☐ Easels
- ☐ Sink / water access
- ☐ Outdoor space
- ☐ Kitchen / food preparation area
- ☐ Electrical outlets
- ☐ Ventilation
- ☐ Special lighting
- ☐ Other: _____

Special Equipment Required

Equipment the Artist Will Provide

SECTION 6 — MATERIALS

Materials Needed for Part 1

Please list the materials participants will need. (Amazon links)

Material	Approx. Cost Per Participant	Provided By HBAC
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Estimated total material cost per participant for Part 1: \$ _____

Materials Needed for Part 2 (Amazon links)

Material	Approx. Cost Per Participant	Provided By HBAC
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Estimated total material cost per participant for Part 2: \$ _____

Can participants bring their own materials?

☐ Yes

☐ No

☐ Optional

If yes, please explain:

SECTION 7 — CLASS PRICING

The Arts Council will establish the final participant registration fee for Part 2 based on instructor compensation, materials, facility costs, administrative expenses, and the desired community-accessible price.

Artist's Suggested Participant Fee

What do you believe would be a reasonable participant fee for Part 2, excluding materials?

\$_____ per participant

Why do you believe this would be an appropriate fee?

SECTION 8 — CLASS APPEAL

Why do you think people would be interested in taking this class?

What makes this class different or interesting?

What will participants take home?

- ☐ Finished artwork
- ☐ Craft item
- ☐ Skills / techniques
- ☐ Reference materials
- ☐ Project in progress
- ☐ Other: _____

Please describe:

Could this program potentially be offered again in the future?

- ☐ Yes
- ☐ No
- ☐ Possibly

Please explain:

SECTION 9 — ARTIST SUPPORTING MATERIALS

Please provide, if available:

- ☐ Photograph(s) of your artwork
- ☐ Photograph(s) of a sample participant project
- ☐ Photograph(s) of previous classes or workshops
- ☐ Website or portfolio
- ☐ Examples of finished projects participants could create
- ☐ Other supporting material

Additional Links / Information:

SECTION 10 — ARTIST'S FINAL DESCRIPTION

In 100 words or less, describe the proposed class in a way that could eventually be used to promote it to the public.

SECTION 11 — ARTIST ACKNOWLEDGMENT

By submitting this proposal, I understand that the Hillsborough Arts Council will review the concept and may work with me to modify the curriculum, class format, materials, class size, pricing, schedule, and other aspects of the program. Submission of a proposal does not guarantee that the class will be offered.

Artist Name:

Signature:

Date:
