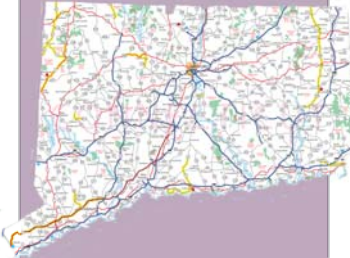


Peer Advisor Network

Tap into a
wealth of
Experience!



What is the Peer Advisor Network?

The Connecticut Commission on Culture & Tourism Peer Advisor Network (PAN) is a flexible, short-term consulting service that matches a non-profit arts or community cultural group with a designated Peer Advisor. Peer Advisors are seasoned Connecticut professionals trained to provide consultation (from one-on-one to group meetings) to address organizational health and capacity issues. The PAN program is modeled after the nationally recognized peer advising program of the Arts Extension Service, University of Massachusetts.

Peer support can help organizations & groups with planning, organizational issues, financial management, technology, programming, marketing, community participation, evaluation, and more.

Working with a Peer Advisor, you can:

- ✓ Establish direction at a crucial time (leadership transitions, conduct an organizational assessment, non-profit start-up, etc.)
- ✓ Develop your organization's functional capacity (Board or staff development, fund raising, program evaluation, etc.)
- ✓ Address a particular project or issue (office technologies, preparing a marketing plan, soliciting community input, etc.)
- ✓ Ascertain priorities (strategic planning, advocacy, facility planning, etc.)
- ✓ and much more!

What does it cost?

Cultural organizations can receive from a half-day (4 hours) up to two days (16 hours) of on- or off-site direct consulting services in the form of individual meetings, group meetings, and/or training. Peer Advisor fees are set at \$300 per day: the Commission subsidizes two thirds of the advisor fee (\$200/day) and the client pays the remaining one third (\$100/day). Client organizations must cover travel. A full list of advisor services is listed in the application.

Who is eligible?

The following are eligible for a Peer Advisor assignment:

- ✓ Connecticut arts and cultural non-profit organizations
- ✓ Connecticut arts and cultural municipal organizations
- ✓ Connecticut emerging arts and cultural groups and associations

The following are NOT eligible for a Peer Advisor assignment:

- ✓ Individuals
- ✓ State agencies
- ✓ For profit organizations/businesses
- ✓ Other than arts and cultural organizations & emerging groups (social service, civic, health care, etc.)



**Connecticut Commission
on Culture & Tourism**

755 Main St
One Financial Plaza
Hartford, CT 06103
860-256-2800
www.cultureandtourism.org

**Help is
on the
Way!**

How do I apply?

Contact the local arts agency that serves your town (see back panel). A phone conversation about your organization's or group's current needs will help to clarify and prepare your application. There are no application deadlines.

Application Form:

The Application includes an Organizational Self-Assessment form. Forms are available online from each PAN local arts agency and from CCT.

A PAN program manager will call or e-mail you upon initial review of your application to notify you of approval for a Peer Advisor match. Every effort will be made to assign a Peer Advisor within the needed time frame.

Application Review Criteria:

Eligible applications are reviewed year-round – there are no application deadlines. Review criteria include the appropriateness of the request, the prospects for a positive outcome, and the applicant's readiness to act in response. If recommended for approval, the PAN program manager will discuss your request with an appropriate Peer Advisor, notify the client organization of a potential match, and forward relevant materials to the selected advisor. The Peer Advisor will contact the client organization directly to discuss pertinent needs and logistics and initiate the PAN Memorandum of Understanding.

The Memorandum of Understanding:

The terms of each advising assignment, made in writing, are signed by both the client organization and the Peer Advisor.

Evaluation:

To assess quality of service and overall effectiveness, clients and peer advisors must submit evaluations within two weeks following the culmination of the advising assignment. Additional PAN assignments will not be awarded unless prior evaluations have been submitted.

Confidentiality:

Peer Advisors commit to keep confidential all information shared during a PAN consultancy. Likewise, PAN office staff and CCT keep confidential all information related to a Peer Advisor consultancy.

Who can I contact?

The Connecticut Commission on Culture & Tourism is partnering with five local arts agencies to administer the Peer Advisor Network. See the town listing on the back panel for your regional PAN office.

Connect with your Peers!



Peer
Advisor
Network

Fairfield Arts Council

PO Box 320963
Fairfield, CT 06825
(203) 319-1419
www.fairfieldartscouncil.org
info@fairfieldarts.org

Greater Hartford Arts Council

Main Office/Hartford
(860) 525-8629
www.letsgoarts.org
info@letsgoarts.org

Greater Hartford Arts Council East of the River

Community Y Recreation Center
78 North Main Street
Manchester, CT 06040
(860) 647-1454
lmiller@letsgoarts.org

Greater Hartford Arts Council West of the River

25 Arts Center Lane
Avon, CT 06001
(860) 678-1867 x107
lmiller@letsgoarts.org

Northwest Connecticut Arts Council

333 Kennedy Drive
PO Box 59
Torrington, CT 06790
(860) 482-6586
www.artsnwct.org
info@artsnwct.org

Shoreline Arts Alliance

725 Boston Post Road
Guilford, CT 06437
(203) 453-3890
www.shorelinearts.org
info@shorelinearts.org

Windham Area Arts Collaborative

PO Box 472
866 Main Street
Willimantic, CT 06226
(860) 450-1794
www.windhamarts.org
info@windhamarts.org

Look for your town under PAN Regional Offices.

Fairfield Arts Council

Ansonia
Bethany
Beacon Falls
Bethel
Bridgeport
Bridgewater
Brookfield
Danbury
Darien
Derby
Easton
Fairfield
Greenwich
Middlebury
Monroe
Naugatuck
New Canaan
New Fairfield
Newtown
Norwalk
Oxford
Prospect
Redding
Ridgefield
Seymour
Shelton
Sherman
Southbury
Stamford
Stratford
Trumbull
Waterbury
Weston
Westport
Wilton
Wolcott
Woodbridge

Greater Hartford Arts Council EAST

Andover
Bolton
East Granby
East Hartford
East Windsor

Ellington
Enfield
Glastonbury
Hebron
Manchester
Marlborough
Somers
South Windsor
Vernon

Greater Hartford Arts Council WEST

Avon
Berlin
Bloomfield
Bristol
Burlington
Canton
Farmington
Granby
Hartford
New Britain
New Hartford
Newington
Plainville
Rocky Hill
Simsbury
Southington
Suffield
West Hartford
Wethersfield
Windsor
Windsor Locks

Northwest Connecticut Arts Council

Barkhamsted
Bethlehem
Canaan
Colebrook
Cornwall
Goshen
Hartland
Harwinton
Kent
Litchfield

Morris
New Hartford
New Milford
Norfolk
North Canaan
Plymouth
Roxbury
Salisbury
Sharon
Sherman
Thomaston
Torrington
Warren
Washington
Watertown
Winchester
Woodbury

Shoreline Arts Alliance

Branford
Cheshire
Chester
Clinton
Cromwell
Deep River
Durham
East Haddam
East Hampton
East Haven
East Lyme
Essex
Groton
Guilford
Haddam
Hamden
Killingworth
Lyme
Madison
Meriden
Middlefield
Middletown
Milford
New Haven
New London
North Branford
North Haven
Old Lyme

Old Saybrook
Orange
Portland
Stonington
Wallingford
Waterford
Westbrook
West Haven

Windham Area Arts Collaborative

Ashford
Bozrah
Brooklyn
Canterbury
Chaplin
Colchester
Columbia
Coventry
Eastford
Franklin
Griswold
Hampton
Killingly
Lebanon
Ledyard
Lisbon
Mansfield
Montville
North Stonington
Norwich
Plainfield
Pomfret
Preston
Putnam
Salem
Scotland
Sprague
Stafford
Sterling
Thompson
Tolland
Union
Voluntown
Willington
Windham
Woodstock

Tap the Network!



Peer
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Network